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# GETTING STARTED

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Enterprise Computer Systems, Inc.  
Dim11 (Rev. 11.0)

# NOTICE

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# GETTING STARTED USER MANUAL

## DIM11 (Rev. 11.0)

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## Introduction to *Getting Started*

### About This Manual

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Welcome! Thank you for selecting Dimensions as your computer system. We think you will be pleased with your decision.

*Getting Started* is a comprehensive guide that contains the procedures you need to get the Dimensions system started. To help you learn and use the software efficiently, this manual is organized by module. Each chapter contains information on starting a different module. In addition, the appendixes provide reference materials referred to throughout this manual. Refer to the Table of Contents for a list of what is contained in this manual.

We want you to understand how important you are to us and how determined we are to provide you with the finest product available, supported by an aggressive, knowledgeable implementation and support staff. You have purchased the system of choice for today's successful companies and we feel that the following procedures will help us help you.

### Pick a System Manager

---

One of your employees will be appointed the System Manager and will be responsible for learning the system completely. This person should have a good understanding of day-to-day business and operational procedures. They should also have access to your company's accountant. This person will be adequately trained to train others in your organization, including new employees hired at later dates. The System Manager is the person who should be consulted within your organization if there is a question or problem and who calls Dimensions support. This also insures that your employees won't be duplicating efforts by calling in with individual questions, which someone in your staff can already answer. We feel that the system works best for you when your people have a good background in every aspect of its operation. This knowledge grows to be an important asset for your company.

Assign a System Manager: \_\_\_\_\_

### Assistant System Manager

We also recommend that the System Manager train an assistant to fill in during times of illness, vacation, or extended absence.

Assign an Assistant System Manager: \_\_\_\_\_

### Ordering Forms, Paper & Supplies

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#### Forms

Document Solutions is the division of Enterprise that provides the following forms, paper and supplies:

- Invoices
- Quotes/Orders
- Statements
- Checks (Accounts Payable and Payroll)
- Price stickers and bin labels
- Mailing labels

At the time contracts are signed and processed, a document specialist and inside sales rep from Document Solutions are assigned to you. The document specialists for Dimensions are:

Linda Byrne	(800) 569-6309 #5533
Bernice Murdock	(800) 569-6309 #5535

Enterprise Document Solutions  
One Independence Point  
P.O. Box 2423  
Greenville, SC 29602

### **Computer Paper**

You will also need to purchase some regular, blank continuous form computer paper for report printing purposes. This can be obtained from Document Solutions or from a local computer/office supply store. You will want single-part, 9-1/2 x 11" paper. A paper weight of 12 to 20 lbs. will work well. Do not get blank paper forms with the micro-fine or laser-cut perfs as this type of paper seems to jam easily in printers.

### **Supplies**

- Data tape cartridges (backup tapes)
- 3.5" diskettes (HD)

You will receive a small supply of these items with your new system. When you need more, you can get them through Document Solutions or a local office/computer supply store.

### **Implementation Process**

---

The basic goals of the implementation process are installing a new computer system and corresponding software in your place of business and then training your organization with the tools to successfully and profitably use the system to operate your business. There are many steps involved in doing this. There are also many factors that influence the progression of the implementation process. Some of the questions that need to be addressed are:

- How many people do you have on your staff and how much time can they devote to learning a new computer system?
- What is the prior computer experience of your staff?
- How many devices (terminals and printers) will there be in your new system?

- Are you using existing computer equipment (computers, terminals, printers, and so forth)?
- Is your business one physical store or perhaps several different locations? How long does it take to get from one location to another?
- Is data from an existing computer system being converted to the Dimensions system?
- Do you have custom programming needs?
- Are you using custom or standard forms for documents such as invoices, pick tickets, statements, and checks?
- What are the overall scheduling considerations?

All of the above factors, as well as many others, can impact the length and progress of a successful computer installation.

---

## The Phases of Implementation

The general implementation process can be separated into 4 broad and flexible categories.

- |                                     |   |
|-------------------------------------|---|
| 1 Pre-installation phase            | Work in this phase prepares the computer for the installation.  |
| 2 Phase I training                  | This is when the computer is installed and the appropriate software training is conducted.  |
| 3 Phase II or<br>"Go Live" training | "Go Live" is when you begin to using the computer for sales, purchasing, A/R, A/P, payroll, etc. More training is needed at this stage. |
| 4 Follow-up phase                   | Sometimes a follow-up stage is required for fine tuning the entire system--hardware, software, training, etc.                           |

These categories are only guidelines. Sometimes circumstances may dictate significant changes to the implementation process. Dimensions will be as flexible as possible and make every effort to perform the installation according to your individual needs.

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## Hotline Support

You will have a special team of support analysts assigned to you during your initial months of training. They are experts in training on all aspects of the Dimensions system. Call hotline support at 1-800-755-5911 and enter extension 173. The support operator will take your call and log it into our call tracking system. Our regular business hours are Monday through Friday, 6 am to 6 pm, Mountain Time. We also have an after hours service that will contact the support analyst for emergency calls outside our regular hours and on holidays. All we ask is that you use these extended hours for emergencies only. If you have an emergency outside these hours, you can still contact a support analyst. Emergencies include problems that are of a nature that cannot wait until the next regularly scheduled business day to be resolved. Non-emergency calls will be billable at our standard rate. To reach the support analyst on call, call the 800 number above and dial extension 300. Leave your name, phone number and a brief description of your question or problem. Please allow thirty minutes for a response.

## Our Commitment

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Our system has been designed with a great deal of emphasis on making it both powerful and flexible. We feel that the time taken to learn the proper use of the system provides you with its own rewards. As always, we welcome any suggestions or comments you have and we appreciate your feedback. We are looking forward to working with you to make the future a success. Thank you again for selecting Dimensions.

## **Chapter 1. Hardware Training**

See the following parts for an introduction to the hardware used in your system:

- Site Planning Guide
  - Temperature & Humidity Requirements
  - Adequate Air Flow & Cooling
  - Noise
  - Power Requirements
  - Electrical Considerations
  - Phone Requirements
  - Places to Avoid Placing the Computer
- Cabling
- Computer Hardware Components
  - Descriptions & Illustrations
  - Care & Cleaning

## Site Planning Guide

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### Temperature & Humidity Requirements

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With few exceptions, you will find your Dimensions system undemanding in its physical needs. The computer will operate properly at approximately the same temperature that people enjoy. While the hardware is operating, it must be in an area with a temperature range of 41 to 95 degrees Fahrenheit. While it is stored, this range is extended to -14 to 122 degrees. The machine will operate in a climate with a relative humidity of 30% to 80%, non-condensing. To protect your investment, keep the machinery operating in a moderate environment.

### Adequate Air Flow & Cooling

---

To assure adequate air flow and cooling:

- Leave at least 6" of clearance around all sides of the equipment, especially the CPU and UPS, which generate a considerable amount of heat.
- Make sure that no curtains will be sucked into the cooling vents.
- Never place paper or books on top of the CPU.
- Never place paper under the CPU.
- Always operate the CPU with the cover in place.

The computer (CPU), printers, and terminals should be placed on top of a sturdy desk, table, or other suitable stand. Make sure that nothing blocks the air-intakes that provide the cooling to the motors. Do not place the hardware on a soft surface that may block the air intake from the underside.

### Noise

---

Like other office equipment, computer systems do not operate silently. The sounds made by printers and disk drives are similar to those made by typewriters and photocopying machines. You may wish to take steps to deaden sound in the room where the system printer is located. Terminals, however, are virtually silent and function well in any office environment. Thus you may locate them according to your data processing needs without disrupting office procedures.

### Power Requirements

---

The main computer (CPU) must be connected to a standard dedicated office power source. No other equipment can be on the same circuit. The power requirements for the CPU are as follows:

AC Power Requirements: 115 VAC +/- 10% 47-63 Hz  
Power Consumption: 400 watts

You will need a second regular outlet with a minimum of 20 amps also near the computer for the system printer, modem, and communication equipment.

Terminals and printers use standard 110 current with grounded 3-prong plugs. Space heaters, air conditioners, or other high amperage appliances should not be plugged into the same outlets as terminals or printers.

## Electrical Considerations

---

Because computer hardware is extremely sensitive to electrical and magnetic fields, a few special precautions should be taken. The hardware should be plugged into clean lines only. Do not plug the CPU into a outlet, which is already being used for other hardware (i.e., air conditioners, thermostatic devices, saws). Also avoid having objects with magnetic fields near the CPU and terminals (decorative magnets, cellular phones, etc.).

Use anti-static carpeting, anti-static mats, or anti-static carpet sprays to eliminate problems caused by static discharges near system components. These products are available through any major supplier of commercial floor covering or computer supplies.

You should also use electronic surge protectors. Power surges commonly occur when lightning strikes a nearby power line, when the lights switch off, or during utility line maintenance. You can't prevent these circumstances but you can protect your computer equipment from damage. Surge protectors provide full surge suppression and also filter out conducted noise on power lines that can interfere with computer memory. These devices are not lightning arrestors. They will not afford protection in those rare instances when lightning actually strikes the building, service entrance, or antenna.

## Phone Requirements

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### ➤ Modem Line Requirements

Your modem is to be connected to your system. It is required that you have a single-line phone with a modular jack (RJ11C) that does not go through your switch board. This modem jack must be located near the main CPU (within 15'). This phone line could be shared with a fax machine. If you do share the line with a fax machine, you will need a switching device (A/B switch) to allow automatic switching from fax to modem and back.

### ➤ Phone Line Requirements

A regular phone line(which can go through your switchboard) needs to be located next to the main computer system. At times during support calls, you will need to be seated at the main CPU. This is a great help to you and the Dimensions support staff.

### ➤ Dedicated Data Line Requirements

#### **Digital point to point leased lines**


- ♦ 56k is the current speed for our digital connections
- ♦ Compatible modem is MultiTech MT56DSU

#### **Analog 2 wire point to point leased lines** using modems

- ♦ 14.4kb, 19.2kb, 28.8kb speed
- ♦ Compatible modems are **MultiTech** MT1932ZDX, MT1432BA, MT2834BA

**Analog voice grade line** using modems

- ♦ 14.4kb, 19.2kb, or 28.8kb speed
- ♦ Compatible modems are **MultiTech** MT1932ZDX, MT1432BA, MT2834BA

 **NOTE:** Using voice grade lines only one device (terminal or printer) can be placed at a remote site for each pair of modems.

**Analog 4 wire point to point leased lines** using statistical multiplexers

- ♦ 9600kb or 19,200kb speed
- ♦ See Dimensions for complete list of available statistical multiplexers

**Analog 4 wire point to point leased lines** using modems

- ♦ 28kb speed
- ♦ Compatible modem is **MultiTech** MT2834BL

Other configurations (such as T1 and Frame Relay) using existing equipment or lines are possible and will be judged on a case-by-case basis. Dimensions will work closely with you and the local phone company in such instances to determine solutions.

**Places to Avoid Locating the Computer**

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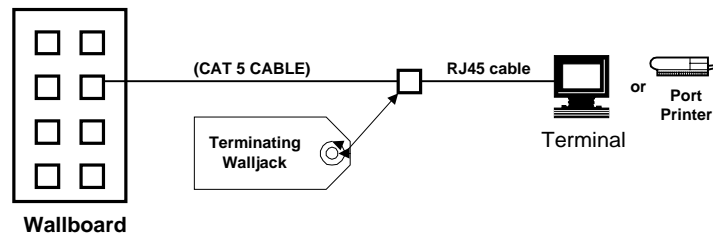
- Any dusty location (as dust-free as possible)
- Any smoky location
- Under the sprinkler system
- Near any water source which may damage it
- Any area where the temperature is uncontrolled or uncontrollable
- Near a window or skylight or any place where it will be exposed to direct sunlight
- Near a key duplicating machine. The metal shavings get everywhere.



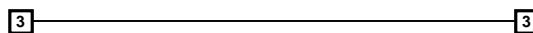
## Cabling

Each device connected to the main computer system (CPU) such as terminals and port printers, require cables. See *Dimensions Wiring Configuration* available from Dimensions support for details. You will need to determine the correct cable length for each device to the nearest 20 feet. When measuring cable requirements, be sure to allow 4 feet at both ends for the cable to reach under counters (floor to counter top).

1. Using your site map, determine how each cable run will be strung (i.e., through walls, overhead, etc.). Each terminal and port printer (addressable printer) must have a cable connecting it to the main computer. **WARNING:** Do not string the cables over fluorescent lights or near any magnetic field. This causes electrical interference with the current in the cables. Also, be aware of obstructions such as cinderblock walls, beams, posts, ceilings, and so forth.
2. The cable run for each device attached to the main computer system goes from the **wallboard** to a **terminating walljack**. See the illustration below. The wallboard must be located 4-6 feet from the main computer and is normally attached to the closest wall. For example:



3. The terminating walljack should be placed as close as possible to the device (terminal or printer). The terminating walljack has a receptacle like the plug in a telephone jack. The narrow side should be pointing down so that dirt and sawdust does not accumulate in the receptacle, preventing a good contact with the plug end.
4. You may want to string several extra cables into areas of heavy computer use to accommodate possible later expansion.
5. After you have determined the layout of the cable runs, determine how long each cable needs to be. You should measure from the wallboard to the terminating walljack. Remember to leave several extra feet on each end. It is easy to cut cables shorter if needed but the cable cannot be lengthened.
6. You may want to consult with your local building inspector or contractor to insure you are meeting all building codes.



7. Each cable must be numbered on each end with stickers or tape. Dimensions prefers that the numbering begin with 3 and go up from there. For example:

8. You may staple cables to walls but do not staple through the cable shielding. The slightest damage will render the cable useless.
9. Try not to run too many cables through one small opening. If one needs replacement, it will be difficult to maneuver a new cable through a small opening.
10. If the cable run is over 200 feet, you may need a signal booster. If the cable needs to be run outdoors or underground, special cable may be needed. Please consult Dimensions in these circumstances.
11. As a final note, please do not consider these cable runs to be permanent. Even the most careful preparation cannot take into account all possible variables. Often times, a faulty cable or the change of peripheral location necessitates adding more cable runs. Please be prepared to string other cables if you and Dimensions decide it is necessary.

# Computer Hardware Components

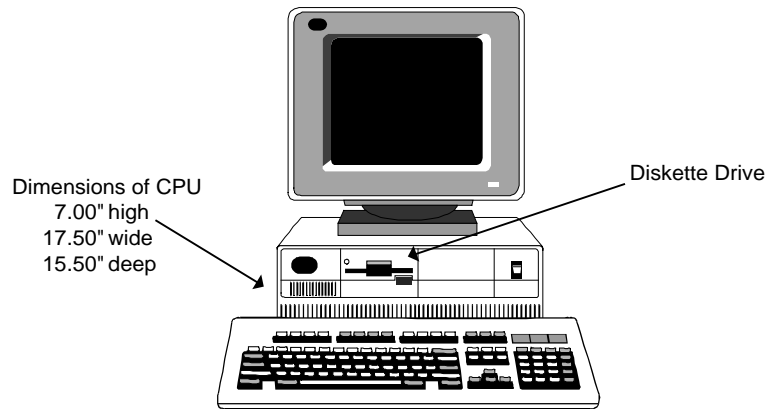
## Descriptions & Illustrations

The following descriptions and illustrations will help you get a picture of what the computer system will look like and how much room is needed for each piece of equipment. It is a general guide for the dimensions of common computer hardware used in the Dimensions system.

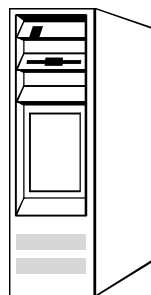
### CPU (Central Processing Unit)

This is an electronic device where all processing and calculating of the computer system takes place. It is the main piece of equipment in the computer system. Often it is referred to simply as "the computer" or "the box". Ports in the CPU allow peripheral devices to be hooked up with this central unit, thereby extending its power to many users.

A typical desktop model looks like this:



A typical floor model looks like this:



### Dimensions of CPU only

20.00" high  
8.00" wide  
20.00" deep

Every CPU has a system monitor (screen display and keyboard) attached to it. See System Monitor below.

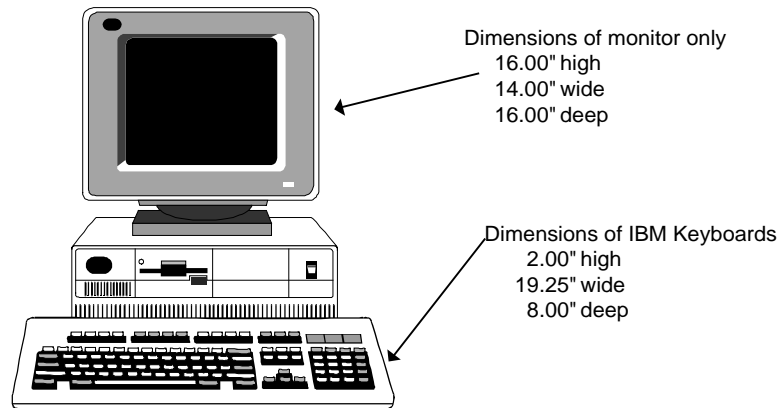
If your space is limited or you are concerned with the space requirements of the CPU, please contact your Implementation Coordinator.

### Floppy Diskette Drive

There is usually a floppy diskette drive built into the CPU that allows information to be copied to or from a floppy (or portable) diskette. Floppy disks actually used to be floppy but are now more protected with a hard plastic cover. Diskettes are used to send programs as needed.

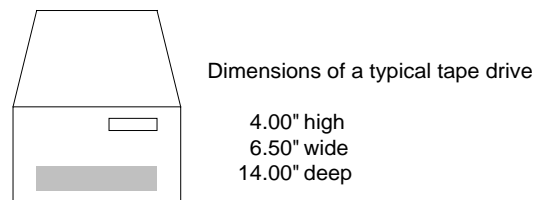
### System Monitor

This is the screen display/keyboard combination attached to the CPU normally used as port #1. It is located close to the CPU.



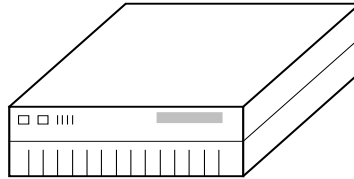
### Tape Drive

This piece of equipment is used to make tape backups of information on the computer. The tapes can then be kept for archive purposes or system restoration in case of computer failure. The tapes are also portable but they can contain much more information than can be kept on a floppy disk. The backup tapes must be compatible in size and storage capacity depending on the type of tape drive.



### UPS (Uninterrupted Power Supply)

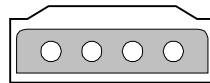
This is the battery backup for the CPU. In case of power failure, the UPS will provide uninterrupted power to the computer for a specified length of time so valuable data will not be lost. It provides enough time to appropriately shut down the computer if needed.



Dimensions of a typical UP  
5.50" high  
10.00" wide  
16.00" deep

### Modem

This is an electronic device that connects the computer with a telephone line allowing the computer to communicate with a remote location terminal. It actually stands for MODulate/DEModulate, a term describing its function. Modems are peripheral devices requiring a port to the computer.

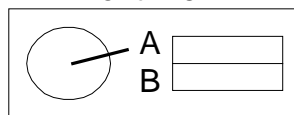


Dimensions of modem  
2.00" high  
6.00" wide  
9.00" deep

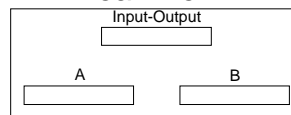
### A/B Switch

This is a switching device that allows one port to be shared, for example, between a terminal and a modem. When the switch is turned to A, it functions as a terminal. When it is turned to B, it functions as a modem. Sometimes it is necessary to have an A/B/C or A/B/C/D switch. It is usually port #2.

Front View



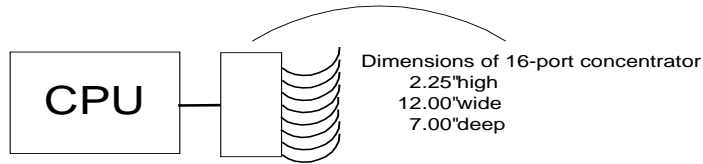
Rear View



Dimensions of a typica  
2.50" high  
6.00" wide  
5.50" deep

## Concentrator

A concentrator is a complete subsystem with 16 RS-232 asynchronous serial ports for communication with the host CPU that allows terminals and printers to function.

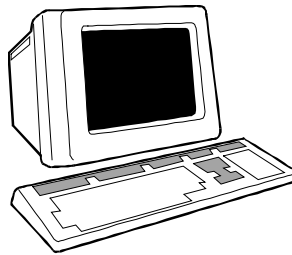


## Terminal (CRT)

This peripheral device allows information to be sent to the user from the computer and to the computer from the user. It looks much like a typewriter with a screen. It is connected to the CPU through a port.

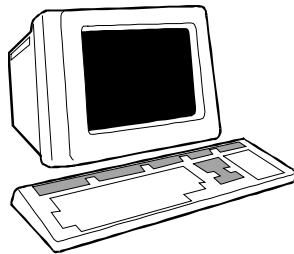
It is sometimes referred to as a CRT, which stands for cathode ray tube. Technology changes but human habit is hard to die.

There are many different kinds of terminals. Here are examples of the common terminals Dimensions uses.



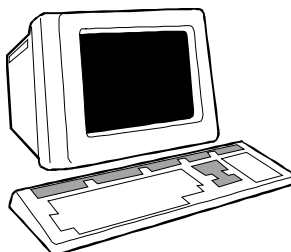
Dimensions of IBM 3153

<u>Screen</u>	<u>Keyboard</u>
14.00" high	1.50" high
12.50" wide	17.50" wide
13.00" deep	6.50" deep



Dimensions of Wyse 55

<u>Screen</u>	<u>Keyboard</u>
13.25" high	1.50" high
13.00" wide	17.00" wide
12.00" deep	7.75" deep



Dimensions of Wyse 150

<u>Screen</u>	<u>Keyboard</u>
12.50" high	1.50" high
12.50" wide	17.00" wide
13.50" deep	7.75" deep

## Printer

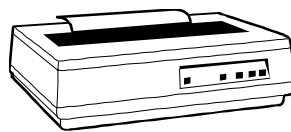
This peripheral device allows information such as reports, Point of Sale transactions, and checks to be printed on paper or special forms. There are 3 ways a printer could be hooked up to the computer:

**Parallel** This is hooked up directly to the main computer and is known as the system printer. It is usually port #90 and any port on the system can print to it. It is connected with a heavy round cord.

**Serial** This is an addressable printer, meaning it is assigned a port number and can be addressed (printed to) from any port on the system. It is connected with an RJ45 connector and a flat cable.

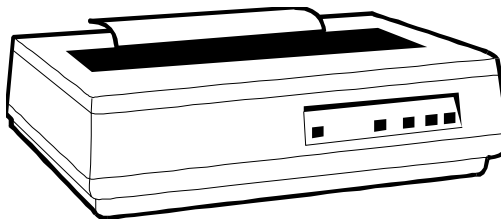
**Slave** This is a non-addressable printer (it is not assigned a port number) but is physically attached to a terminal or PC. Only that terminal can print to it. A slave printer can print the information showing on the terminal screen from which it is slaved, otherwise known as a "screen dump."

There are many different kinds of printers. Here are examples of the common printers Dimensions uses.



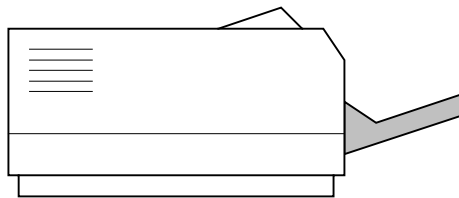
Dimensions of Okidata 320/520

6.00" high  
17.00" wide  
14.50" deep



Dimensions of Okidata 3410  
(not including stand)

8.00" high  
24.25" wide  
16.00" deep

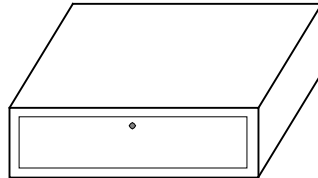


Dimensions of Laser Printer

6.50" high  
17.50" wide  
17.00" deep

## Cash Drawer

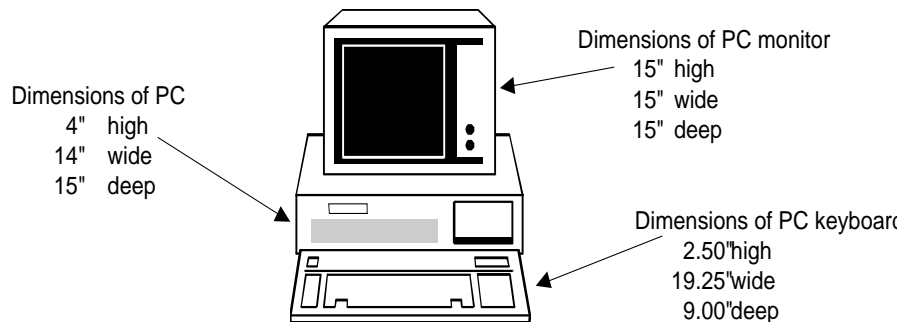
In a retail setting, a cash drawer is included with each terminal that will accept cash customer payments. In some situations, multiple terminals can open (or “fire”) the same cash drawer. Both multi-fire and single-fire cash drawers must have their own electrical power outlet.



Dimensions of Single or Multi-fire  
Cash Drawer  
4.00" high  
18.00" wide  
16.75" deep

## PC (personal computer)

A personal computer, sometimes referred to as a PC, can be added to the system to function as a terminal but also to provide access to DOS-based applications such as spreadsheets, word processors, data base managers, and so forth. All dimensions are approximate.



## Care & Cleaning

Your Dimensions hardware is extremely well-constructed and durable. If you provide it with some basic care that you give other office equipment, it will perform satisfactorily for years. Many problems result from improper or inadequate preventative maintenance on your computer equipment. The following procedures will save you time, effort, and money in keeping your equipment in good running order.

Safety is a prime concern. Please remember to turn the power off and unplug all cables before working on any equipment.

## CPU

Cleaning inside the CPU is not recommended as this usually causes more problems than it solves. Keep the outside cover clean and dust-free.



## Floppy Disk Drive

Cleaning the diskette drive periodically is highly recommended. The “read heads” can become dirty either from use or from collecting dust floating in the air. This may cause the drive to be unable to read the information or data that is stored on a diskette. It is recommended that you clean the drive before loading a Dimensions release or copying any data to a diskette to make sure the drive is functioning properly.

Use a commercial diskette drive cleaning kit that uses a liquid cleaning solution rather than an abrasive. These are available at most computer supply stores.

1. Follow the instructions included in the cleaning kit up to the point of inserting the cleaning diskette.
2. Sign on the computer with a password that allows access to the system prompt.
3. Insert the cleaning diskette.
4. At the SuperDOS prompt (>), enter:

```
DIR 1:*.*
```

Press **Enter**.

Or at the Unix prompt (\$), enter:

```
tar -tv -f/dev/fd0
```

Press **Enter**.

5. The system accesses the cleaning diskette and then displays an error message. Ignore the error and enter the DIR command 3-4 more times to clean the heads completely.
6. Remove the cleaning diskette from the diskette drive.
7. Allow the heads to dry a few minutes before using the diskette drive.

## Tape Drive

This is probably the most important peripheral cleaning you need to do. You should clean the tape drive a minimum of once every eight hours of tape drive use. In some environments, excessive airborne dust will accumulate and force more frequent cleanings. There are two methods of cleaning the tape drive--using a cleaning kit or manually cleaning it.

### Cleaning Kits

This is the easiest method of cleaning a tape drive. Obtain the right cleaning kit for your specific tape drive and follow the manufacturer's directions. If you change the model or type of tape drive, remember to get a new cleaning kit as well.

### Manual Cleaning

Use the following instructions to manually clean the tape drive. These are manufacturers' recommended procedures.

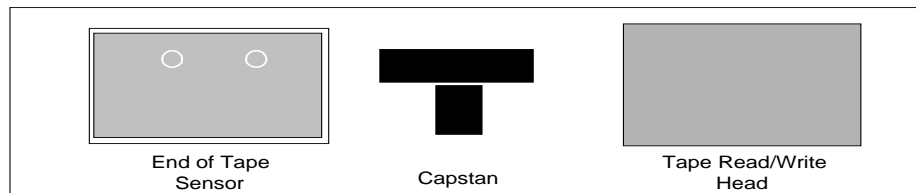
**CAUTION:** If you have an Exabyte, Gigatrend, or Dat drive, use only the recommended cleaning kits. No manual cleaning should be done.

#### Supplies Needed:

1. Lint-free swabs (foam-tipped, not cotton).
2. 80% or higher isopropyl alcohol. Any lesser percentages of alcohol contain high enough concentrations of water to cause oxidation of the tape drive parts.
3. Low-pressure canned air. Do not use an oil-lubricated air compressor.

#### Procedure:

- Step 1. Turn the power off to the tape drive and remove the power cord from the back of the drive.
- Step 2. Using the canned air, blow any dust or lint away from the end of tape sensor (see illustration below).



Left or front side of tape drive unit

- Step 3. Moisten a swab with alcohol. Do not saturate the swab to the point of dripping into the drive.
- Step 4. With the moistened swab, reach into the drive and clean any dust or lint from the capstan wheel. You can clean this wheel by moving the swab tip across it in any direction.
- Step 5. Using a fresh, moistened swab, wipe the tape read/write head in the direction that follows the path of the tape across the head. If you are cleaning a 60mb tape drive, which has the tape head facing you, wipe the swab from left to right across the tape head. If you are cleaning a tape drive other than 60mb where the tape head is turned sideways, wipe the swab from front to back across the tape head. Wipe the head in one direction only. Do not wipe back and forth. Wipe left to right or front to back only.
- Step 6. Allow the tape drive to dry for 10 minutes after cleaning before inserting a tape cartridge. This will give enough time for all traces of alcohol to evaporate completely.

### Tape Cartridges

Also, it is important to use the proper tape cartridges for your drive. If you are unsure as to which type of cartridge to use, call Dimensions. Using a different type of cartridge can damage the heads on the drive.

Every new tape cartridge should be retensioned once prior to using it as a backup tape. After retensioning a new tape cartridge, the tape drive should be cleaned using the procedure outlined above.

### Terminal Screens

Use Fantastik or 409 all-purpose cleaners on a clean, soft rag or paper towels to clean the plastic parts. Spray the rag, not the equipment. For the screen, use a glass cleaner that is safe for television and computer screens with a clean, soft rag or paper towels. Also, spray the rag, not the screen.

### Keyboards

Use Fantastik or 409 all-purpose cleaner and clean rags or paper towels to clean the key caps and surrounding areas. Spray the rag, not the equipment. Remove the key caps, if desired, to clean all surfaces. If you remove the key caps, clean only 1 keyboard at a time so the key caps are replaced on the correct machine. DO NOT submerge the keyboard regardless of the manufacturer's claims.

### Printers

Turn the power off and unplug all cables.

Outside plastic cover	Use Fantastik or 409 on a clean rag or paper towels.
Inside plastic cover	Use compressed canned air or a compressor with a moisture trap to blow out dust and lint.
Mechanism	No cleaning or lubrication is recommended.
Ribbons	Use the manufacturer's suggested ribbon rather than generic ribbons. They tend to last longer and wear more consistently. DO NOT re-ink ribbons.

<b>CAUTION:</b> Do not turn the platen knob while the power is on. This strips the plastic gears that move the paper through the printer.
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## Chapter 2. System Training

See the following parts for an introduction to the some of the utilities used in your system:

- Booting Up the System - SuperDOS
  - “Cold” boot
  - “Warm” boot
- Booting Up the System - Unix
  - “Cold” boot
  - “Warm” boot
- Passwords- SuperDOS
  - Password screen
  - “Live” data vs. “Play” data
  - Menus
- Passwords- Unix
  - Login screen
  - “Live” data vs. “Play” data
  - Menus
- Keyboard
- System Prompt - SuperDOS
- System Prompt - Unix
- User Groups - SuperDOS
- File Structure
  - File
  - Record
  - Field
  - Key
- File Maintenance Guidelines
- Printing Report
- Batches
- On-Line Help System
- Guidelines for Backup
- Conventions Used in the User Manuals

## Booting Up the System – SuperDOS

---

The term “booting up the system” simply means turning on the CPU. It is taken from the phrase “pulling yourself up by your own bootstraps”. It starts a process which automatically checks the computer’s memory, sets all standard defaults and comes to the password screen on the system monitor and peripheral terminals. There are 2 methods of booting up the system, a “cold” boot and a “warm” boot.

### “Cold” Boot (aka “hard” boot)

---

- 1 All users should be signed off the system before performing a cold boot.
- 2 Make sure the system monitor is also signed off and is displaying the password screen.
- 3 Turn off the power switch to the CPU (the “red” or “white” switch). This is not the power switch to the system monitor. It is the power switch to the main computer system.
- 4 Allow the machine to come to complete silence. Fans, spinning disks, etc. must be fully disengaged.
- 5 Turn on the power switch to the CPU. Wait while the diagnostics take place automatically.
- 6 The computer displays:

```
Operating system to Boot -- SuperDOS, DOS
Enter S, D, or #: S
```

Enter **S** and press **Enter** (or merely press **Enter** to accept the displayed **S**) to access the SuperDOS partition (area) which contains the Dimensions system. On rare occasions you might boot to the DOS partition--only if directed by Dimensions support or if you wish to access a program running under DOS. If no response is made within 10 seconds, the computer automatically boots to the SuperDOS system, taking the displayed response.

- 7 The boot process is completed after the system monitor displays the password screen. See the next section, PASSWORDS - SuperDOS.

### “Warm” Boot (aka “soft” boot)

---

- 1 The same conditions apply as in the cold boot. All users should be signed off the system before performing a warm boot.
- 2 At the system monitor, sign on with a level 7 password (obtained from the Implementation Specialist or system manager).
- 3 At the SuperDOS prompt (>), enter **boot** or **reboot** and press **Enter**.

4 If you entered **reboot**, the computer displays:

```
REBOOT                      Cold System Reboot
Rev 6.1.0

Warning!!

This program cold-boots the machine.

Please make sure all tasks are logged off and that
this is what you want to do.

Are you sure you want to reboot [Y/N]? [N]
```

Enter **Y** and press **Enter** to begin the process or **N** and **Enter** to end the program. Allow the system to perform the diagnostics automatically.

- 5 When the computer asks which operating system to boot (Enter **S**, **D**, or **#:**) , enter **S** and press **Enter**.
- 6 The boot process is completed after the system monitor displays the password screen. See the next section, **PASSWORDS - SuperDOS**.

**IMPORTANT:** No users should sign on other terminals until the system monitor displays the password screen. If a user signs on before the boot is complete, it will be necessary to reboot the system again.



**REMEMBER:**

A “cold” boot means to turn off the CPU and turn it back on again.

A “warm” boot means to enter the command boot or reboot from the SuperDOS prompt under a level 7 password.

Do not sign on until after the system monitor is at the password screen.

## Booting Up the System – Unix

---

The term “booting up the system” simply means turning on the CPU. It is taken from the phrase “pulling yourself up by your own bootstraps”. It starts a process which automatically checks the computer’s memory, sets all standard defaults and comes to the login screen on the system monitor and peripheral terminals. There are 2 methods of booting up the system, a “cold” boot and a “warm” boot.

### “Cold” Boot (aka “hard” boot)

---

- 1 All users should be signed off the system before performing a cold boot.
- 2 Make sure the system monitor is also signed off and is displaying the login screen.
- 3 Turn off the power switch to the CPU (the “red” or “white” switch). This is not the power switch to the system monitor. It is the power switch to the main computer system.
- 4 Allow the machine to come to complete silence. Fans, spinning disks, etc. must be fully disengaged.
- 5 Turn on the power switch to the CPU. Wait while the diagnostics take place automatically.
- 6 The boot process is completed after the system monitor displays the login screen. See the next section, PASSWORDS - Unix.

### “Warm” Boot (aka “soft” boot)

---

- 1 The same conditions apply as in the cold boot. All users should be signed off the system before performing a warm boot.
- 2 At the system monitor, log in as root.
- 3 Type one of the following commands:

(AIX) **shutdown +0 -r**  
(SCO) **shutdown -g0 -y**

NOTE: Make sure you type the zero (0) character and not the letter O.

- 4 The boot process is completed after the system monitor displays the login screen. See the next section, PASSWORDS - Unix.

**IMPORTANT:** No users should sign on other terminals until the system monitor displays the password screen. If a user signs on before the boot is complete, it will be necessary to reboot the system again.



#### REMEMBER:

A “cold” boot means to turn off the CPU and turn it back on again.

A “warm” boot means to enter the command **shutdown +0 -r** for AIX or **shutdown g0 -y** for SCO under the root directory.

Do not sign on until after the system monitor is at the login screen.



---

## Passwords - SuperDOS

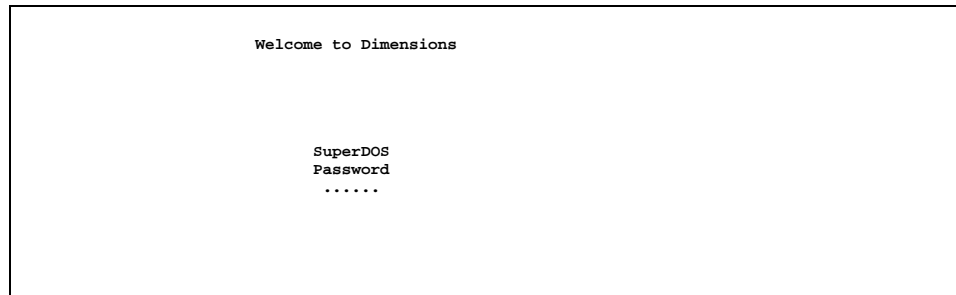
---

### Password Screen

---

The purpose of passwords is two-fold: first they control security of data and second they control access to certain tasks. You are provided a set of standard passwords to be used when setting up the system. You must keep track of your passwords especially if you change the standard passwords. Dimensions cannot assume responsibility for changed passwords.

This is the password screen.



It is the first screen that appears when the CRT (terminal) is turned on after being hooked up to the computer and after booting the system. You must start and end every day at the password screen. It tells the computer that you are not signed on the computer under any password and therefore are not working in any programs. You should verify that every CRT is at the password screen at the end of every day. The Day End program will sign every user off the system automatically but it is still better to have signed yourself off.

Under the word **Password** are six dots. The cursor appears on the first dot. This is where you type in your password. Passwords can be up to 6 characters long, made up of letters, numbers, and punctuation marks. You will be given the standard passwords either by the implementation specialist or the system manager.

When you type in your password, it will not appear on the screen. It is hidden so others cannot see what you have typed. In computer terms, it does not “echo” back. Also, you must type the password exactly with no mistakes. The backspace key does not function on the password. If you type the wrong key, just press **Enter**. The computer displays **NOT FOUND** and allows you to enter the password again. You must press **Enter** (or **Return**) after the password to send it to the computer so it can recognize that you are trying to sign on.

#### REMEMBER:

Begin and end every day at the password screen.

Type the password exactly. Backspacing is not allowed.

Press **Enter** after the password is entered.

### “Live” Data vs. “Play” Data

Certain passwords give you access to your live data and others give you access to the play data. The play account has data files to be used for practice before entering actual records in your live data or for seeing how certain programs work. The files for live and play data are stored in different areas on your computer disk. Be sure to know which password you are using.

**REMEMBER:**

Live and play passwords are different. They access different sets of files.

The play account allows you to practice using the play files.

Be sure you know which password you are using.

## Menus


Generally, passwords are assigned to menus, which allow you to perform certain tasks. So when you enter a password from the password screen, the corresponding menu is displayed on your screen every time. For example, the system manager password displays this menu:

+-----+-----+-----+-----+-----+-----+					
DIM 10 DATA		=== DIMENSIONS MAIN MENU ===		10.1	
+-----+-----+-----+-----+-----+-----+					
		1. Sales			
		2. Inventory			
		3. Accounts Receivable			
		4. Purchasing & Receiving			
		5. Accounts Payable			
		6. General Ledger			
		7. Day End/Month End/Year End			
		8. System Manager			
		9. Other Options			
		+-----+-----+-----+-----+-----+-----+			

The top line includes your company name, menu title (**== Dimensions Main Menu ==**), and release number (10.0). The center of the screen contains the body of the menu. Menu option 1 is highlighted in reverse video. Since Dimensions is menu-based software, programs are run by selecting an option from a menu of options. Throughout the system you will either be selecting an option from a menu or running a program. The menu options lead to other menus or programs and back out again through the same menus.

To select a menu option, you can do one of the following:

- Enter the menu number of your selected option and press **Enter**. For example, enter **2** and press **Enter** to go to **Inventory**.
- If the highlighted bar is positioned on the menu item you want, merely press **Enter**.
- Move the highlighted bar to the menu item you want using the arrow keys (up or down arrows). Then press **Enter**. The computer displays the selected menu.

 **NOTE:** Pressing up arrow (▲) at **1. Sales** will move the highlighted bar to **8. Other Options**. Likewise, pressing down arrow at **8. Other Options** will move the highlighted bar to **1. Sales**.

- To end a menu, press **Esc** or enter **E** and press **Enter**. You are returned to the previous menu. When you return to a previous menu, the highlighted bar will be positioned on the menu option you left. Or if you were at the main menu, the screen goes back to the password screen.

### A Final Note on Menus

Dimensions reserves the right to change menus at any time. Therefore when you receive updates to programs or a completely new release of the software, you are most likely to see new menus. The menus must change to include new programs but often they change for other reasons. Do not get in the habit of memorizing what menu number a particular option is because it may change and selecting the wrong option on the menu could cause you problems.



#### **REMEMBER:**

Run programs by selecting options from menus.

Move the highlighted bar using the up or down arrow keys (▲ or ▼).

Press **Enter** when the desired menu option is highlighted.

Press **Esc** to return to the previous menu or the password screen.

## Passwords – Unix

### Login Screen

The purpose of logins and passwords is two-fold: first they control security of data and second they control access to certain tasks. You are provided a set of standard logins/passwords to be used when setting up the system. You must keep track of them especially if you change the standard logins/ passwords. Dimensions cannot assume responsibility for changed logins/ passwords. This is the login screen.

```
AIX Version 4
(C) Copyrights by IBM and by others 1982, 1996.
login:
```

It is the first screen that appears when the CRT (terminal) is turned on after being hooked up to the computer and after booting the system. You must start and end every day at the login screen. It tells the computer that you are not signed on the computer under any password and therefore are not working in any programs. You should verify that every CRT is at the login screen at the end of every day. The Day End program will sign every user off the system automatically but it is still better to have signed yourself off.

The cursor is positioned next to the word **login:**. This is where you type in your login ID. Logins can be up to 8 characters long, made up of letters, numbers, and punctuation marks. The login identifies who you are. As you enter the login, you can see what you are typing.

Next the computer displays **password:**. Passwords control who can use a login ID. Enter the assigned password to gain access to the system. When you type in your password, it will not appear on the screen. It is hidden so others cannot see what you have typed. In computer terms, it does not “echo” back. Backspacing is allowed if you make a mistake entering the password. You must press **Enter** (or **Return**) after the password.

In most cases, once a user has been given an initial password, they can change that password later so that they can be responsible for periodically changing their password for security purposes.



#### REMEMBER:

Begin and end every day at the login screen.

Backspacing is allowed at login and password.

Press **Enter** after entering both the login and password.

### **“Live” Data vs. “Play” Data**

---

Certain logins give you access to your live data and others give you access to the play data. The play account has data files to be used for practice before entering actual records in your live data or for seeing how certain programs work. The files for live and play data are stored in different areas on your computer disk. Be sure to know which login you are using.

**REMEMBER:**

Live and play passwords are different. They access different sets of files.

The play account allows you to practice using the play files.

Be sure you know which password you are using.

## Menus


Generally, logins are assigned to menus, which allow you to perform certain tasks. So when you enter a login from the login screen, the corresponding menu is displayed on your screen every time. For example, the system manager login displays this menu:

+-----+-----+-----+-----+-----+-----+	
DIM 10 DATA	=== DIMENSIONS MAIN MENU ===
+-----+-----+-----+-----+-----+-----+	
	1. Sales
	2. Inventory
	3. Accounts Receivable
	4. Purchasing & Receiving
	5. Accounts Payable
	6. General Ledger
	7. Day End/Month End/Year End
	8. System Manager
	9. Other Options
	+
+-----+-----+-----+-----+-----+-----+	

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To select a menu option, you can do one of the following:

- Enter the menu number of your selected option and press **Enter**. For example, enter **2** and press **Enter** to go to **Inventory**.
- If the highlighted bar is positioned on the menu item you want, merely press **Enter**.
- Move the highlighted bar to the menu item you want using the arrow keys (up or down arrows). Then press **Enter**. The computer displays the selected menu.

 **NOTE:** Pressing up arrow (▲) at **1. Sales** will move the highlighted bar to **8. Other Options**. Likewise, pressing down arrow at **8. Other Options** will move the highlighted bar to **1. Sales**.

- To end a menu, press **Esc** or enter **E** and press **Enter**. You are returned to the previous menu. When you return to a previous menu, the highlighted bar will be positioned on the menu option you left. Or if you were at the main menu, the screen goes back to the login screen.

### A Final Note on Menus

Dimensions reserves the right to change menus at any time. Therefore when you receive updates to programs or a completely new release of the software, you are most likely to see new menus. The menus must change to include new programs but often they change for other reasons. Do not get in the habit of memorizing what menu number a particular option is because it may change and selecting the wrong option on the menu could cause you problems.



#### **REMEMBER:**

Run programs by selecting options from menus.

Move the highlighted bar using the up or down arrow keys (▲ or ▼).

Press **Enter** when the desired menu option is highlighted.

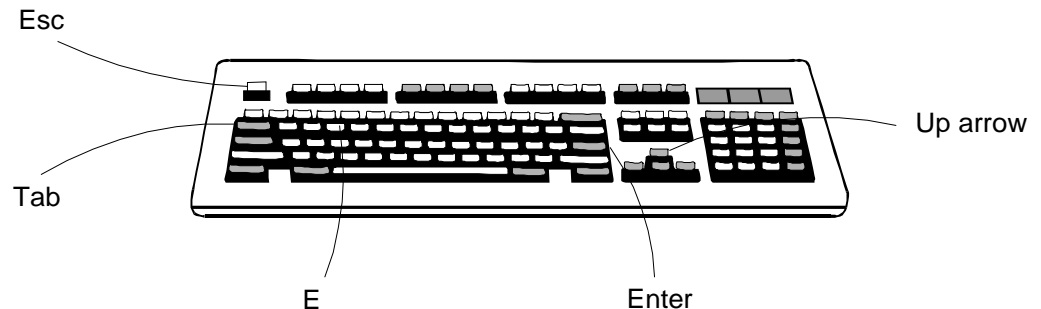
Press **Esc** to return to the previous menu or the password screen.



## Keyboard


Since the keyboard is used to enter data into the computer, you should become familiar with its function and the special keys that allow you to move around in the system. The most important habit you can form is to read the instructions on the screen. Most programs will help you by giving you cues for what you should enter. These cues are usually shown at the bottom of the screen.

This section presents the following keys: **Enter**, **Esc**, up arrow ( $\uparrow$ ), **E**, and **Tab**. A typical keyboard looks like this:



### **Enter**

**Enter** is the standard way to indicate “press the **Enter** key”. It terminates the operator’s input and blanks out all the characters from the cursor to the end of the field. You may also see other references to this key on the screen and in the user manuals such as **<Ent>**, **CR**, or **<CR>** (as in “carriage return”). They all mean the same thing--press **Enter**.

 **NOTE:** Do not press **Enter** if you wish to retain existing information in a field. It would delete the information in that field and move the cursor to the next field. Press **Tab** instead to keep the existing data in the field. See **Tab**.

### **Esc**

This is the **Escape** key and is usually found in an upper corner of the keyboard. It is abbreviated **Esc** on the keycap. This key moves the cursor backwards one field. This is helpful when entering data to make corrections. If there are no more fields to back up to, **Esc** will end the function or program. In the programs and the user manuals, **ESC**, **<ESC>**, and **Esc** all mean the same thing.

**Up arrow ( $\uparrow$ )** Depending on which program you are running, this special key takes on many different actions. Always be sure to read the options on the screen for what the up arrow is meant to do. You may also see other references to this key on the screen and in the user manuals such as **<UpA>** or **<Up Arrow>**. They all mean the same thing.


<b>E</b>	This is the letter “E” found between the “W” and “R” on the keyboard. It stands for “end this function”. It must be entered as a capital letter. The program will always display when this option is valid (i.e., <b>E=END</b> ). You must always press the <b>Enter</b> key after entering <b>E</b> to end.
<b>Tab</b>	Terminates input for a field but leaves all the remaining characters past the cursor intact.

---

## System Prompt (>) - SuperDOS

---

The system prompt for the SuperDOS operating system is **>**. Sometimes it is referred to as simply “the prompt”. This symbol appears on the far left side of the screen after you enter a valid password indicating you have logged on successfully or after ending from the Main Menu indicating you are ready to log off the password. It indicates that SuperDOS is ready for you to enter the next command.

 **NOTE:** Most passwords are set up so that the menu shows immediately after entering the password rather than go to the system prompt. This saves you a step when signing on the computer.

There are many commands that can be entered at the system prompt. For now, you need to know only two--**BYE** and **M**.

---

### BYE

When entered at the system prompt and followed by pressing **Enter**, this command logs off the password and returns the terminal to the PASSWORD screen. For example:

**>BYE**

It terminates the session under any password. You can also enter simply **B** and press **Enter**.

There is a shortcut using BYE to log off one password and log on another with one command. Enter **BYE**, one space, the password with which you wish to log on, and press **Enter**. For example:

**>BYE SAMPLE**

This command logs off the old password and logs on the new password SAMPLE. Make sure to leave a space after **BYE** and before the new password.

---

### M

“M” stands for menu. When entered at the system prompt and followed by pressing **Enter**, this command displays the Dimensions Main Menu again (or the last menu displayed before falling out to the system prompt).


## System Prompts - Unix

---

There are several system prompts used in a Unix system. Sometimes they are referred to as simply “the prompt”.

- \$ Operating system level when not root user
- # Operating system level when root user
- \* UBB environment

One of these symbols appears on the far left side of the screen after you enter a valid password indicating you have logged in successfully or after ending from the Dimensions Main Menu indicating you are ready to log off the password. It indicates that Unix is ready for you to enter the next command.

 **NOTE:** Most passwords are set up so that the menu shows immediately after entering the password rather than go to the system prompt. This saves you a step when signing on the computer.

There are many commands that can be entered at the system prompt. For now, you need to know only two--**exit** and **m**.

---

### exit

When entered at the system prompt and followed by pressing **Enter**, this command logs off the password and returns the terminal to the login screen. For example:

#### #exit

It terminates the session under any password.

---

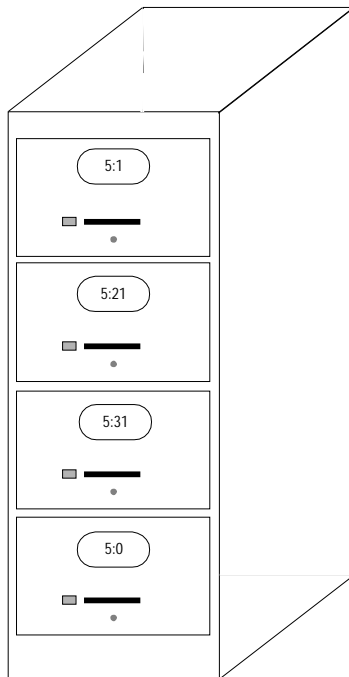
### m

“m” stands for menu. When entered at the system prompt and followed by pressing **Enter**, this command displays the Dimensions Main Menu again (or the last menu displayed before falling out to the system prompt).

## User Groups - SuperDOS

The computer stores information of all kinds on the hard disk--data files, practice files, month end files, programs, projects, operating system, and so forth. In order to retrieve information, it must be stored in an orderly manner.


Under the SuperDOS operating system, the hard drive is assigned a number, usually "5". You can think of the hard drive as a large filing cabinet full of information. In fact, it stores information similar to what is usually stored in filing cabinets.



Now imagine that the filing cabinet is divided into 64 drawers. The disk drive is also divided into 64 user groups. A user group is a major logical division of disk space assigned a number between 0 and 63. All references to user groups on the hard drive are represented by a 2-part code. For example, **5:1** or **5:51**. The first number ("5") always represents the hard drive. The second number always represents the user group, in this example, "1" and "51". These two numbers are always separated by a colon (:). Basically, this tells you in which filing cabinet and drawer the data is stored.

The following list shows the user groups and what type of data is stored in the ones that are used. Some user groups are not used at all.

5:1	Current data
5:21	Year end data from last year end processing
5:31	Last month's data from month end processing
5:51	Programs and menus
5:54	Play company data
5:0	Operating system

 **NOTE:** User group can be abbreviated simply "ug."

## File Structure

---

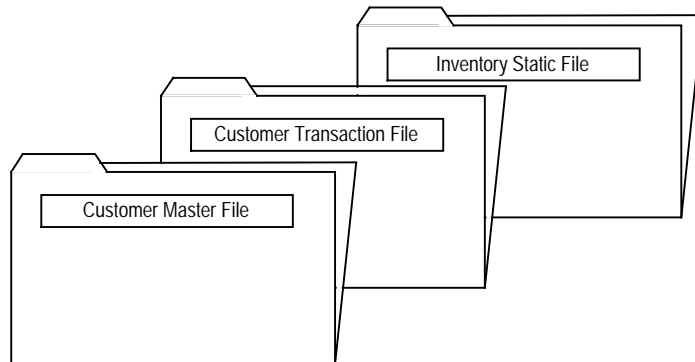
Data files contain a variety of information depending on the file: customers, vendors, invoices, payments, inventory items, journal entries, and so forth. A basic understanding of simple file structure is useful as you learn the Dimensions system. The following terms are used when dealing with *files*.

### File

---

A file is a subdivision of the user group used to organize a specific kind of data. It is like a file folder in the file drawer.

Each file has a unique filename, which corresponds to the type of data it is storing. It comes after the *drive:user group* and is preceded by a colon. For example:



5:1:CM1.D	Customer Master File
5:1:CM3.D	Customer Transaction File
5:1:IM1.D	Inventory Static File
5:1:SM0.D	Sales Master File

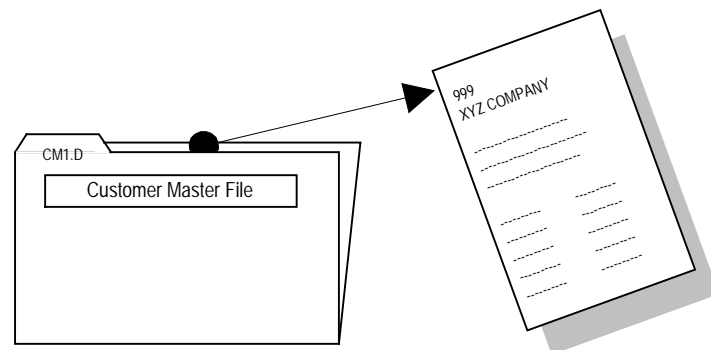
Files contain *records*, one record for each entry in the file.

### Record

---

A record is an entry in a file. This is like one piece of paper in the file folder. For example, the Customer Master File contains one record for each customer.

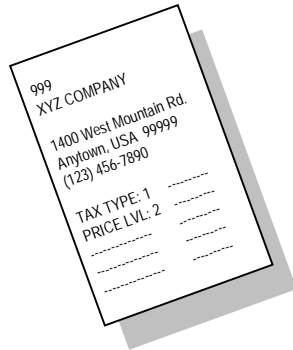
Each record contains *fields* of specific information.



---

## Field

A field is one item of information for a record. For example, the records in the Customer Master File include customer name, address, phone number, tax type, price level, and so forth. Each one is considered a field.

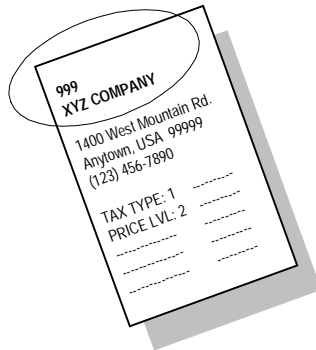


Certain fields are also identified as *keys*.

---

## Key

A key is a special field (or fields) in a record used to organize the record for more efficient retrieval. For example, the Customer Master File keys are the customer number and customer name. The customer number and name must be unique to each customer so it is used as the key to the record.



The Customer Master File can be sorted by customer number or name. Customer reports can be printed in either customer number or name order. Also you can enter the customer number or name to have the computer display further information about that customer.

## File Maintenance Guidelines

---

Certain file maintenance programs in the Dimensions system use the following edit options to add, change, delete and view information in the particular file you have selected. When you enter a maintenance function with these options, the computer displays at the bottom of the screen:

**ENTER OPTION (A,V,E,?):**

These edit options are explained below.

### Edit Options (A,V,E,?)

---

- A** This option allows you to **ADD** a new record containing data to the file.
- V** This option allows you to **VIEW** an existing data record. It also allows you to perform other file maintenance options: **CHANGE**, **DELETE**, **NEXT**, **PREVIOUS**. After you select **V** for **VIEW** and enter the record you wish to view, the computer displays the following options:

**ENTER OPTION (A,C,D,N,P,V,E,?):**

C, D, N, and P are added options at this point.

#### **C (CHANGE)**

This option allows you to change the displayed record.

- 1** The cursor moves to the first field allowed to be changed (keys cannot be changed).
- 2** If the field needs changing, type in the correct data and press **Enter**. If the field does not need changing, press **Tab** to bypass. Do not press **Enter** unless you need to blank out the data in the field. Press **Esc** to back up one field.
- 3** Repeat Step 2 until all desired fields have been changed.
- 4** When all changes have been made, either **Tab** through all remaining fields or enter "." (period) and press **Enter**.
- 5** The computer asks:  
**OK TO CHANGE RECORD? Y/N**  
Enter **Y** and **Enter** to make the change effective or **N** and **Enter** to leave the record unchanged.
- 6** You are still in the change mode. Select another record to change or press **Esc** to end the **CHANGE** option.

#### **D (DELETE)**

This option allows you to delete the displayed record. The computer asks:

**OK TO DELETE? Y/N**

Enter **Y** and **Enter** to delete the displayed record or **N** and **Enter** to leave it alone. You are returned to **ENTER OPTION (A,V,E,?)**.



**N (NEXT)**

View the NEXT record. You must VIEW a record first before you can go to the next record

**P (PREVIOUS)**

View the PREVIOUS record. You must VIEW a record first before you can go to the previous record.

- E** This option allows you to END the program or procedure. You are returned to the previous menu to make another selection.
- ?** Show HELP message (not available).

## Printing Reports

Throughout the system you can print numerous reports to help you compile the information you need. All of the report programs are designed to look and act the same, therefore making it easier for you to run them.

- 1 Whenever you select a report from a menu, the computer displays the input parameters for that report. For example, here is the Credit Limit Report from Accounts Receivable:

DS02322	Credit Limit Report	DIM 10 DATA	Date mm/dd/yy
Rev10.0.1			Port 36
			Store 01
1. Input Parameters			
Print	1) Numerically, 2) Alphabetically	1	
Beginning Customer		.000	
Ending Customer		999999.999	
Percentage Used		100	
Store Number	(0=All)	0	
Number of Copies		1	
Report Date		mmddyy	
Select Optional Field (Y/N)		N	
<Ent> = Print Report    (E) = End    (1) = Input Parameters			

You can do one of the following options:

- |                      |  |
|----------------------|--|
| <Ent>=Print Report   | Press <b>Enter</b> to accept all of the displayed default values and print the report. Go to Step 3. |
| (E)=End              | Enter <b>E</b> and press <b>Enter</b> to end this report and return to the previous menu.            |
| (1)=Input Parameters | Enter <b>1</b> and press <b>Enter</b> to change the input parameters. Go to Step 2.                  |

- 2 If you entered **1** to change the input parameters, the cursor moves to the first parameter. Most parameters are self-explanatory, such as printing the report in numerical or alphabetical order, beginning and ending numbers or names, and so forth. You can either enter the desired response and press **Enter** or merely press **Tab** to bypass it. Or you can press **Esc** to bypass all remaining parameters and continue with printing the report. If a parameter is special or unique to this report or perhaps needs further explanation, instructions can be found in the Reports section of each user manual. The following general rules apply to entering common input parameters for most reports.

**Beginning** (such as beginning customer number)

Enter the first customer you wish to appear on the report. Or press **Tab** to begin with the first customer in the file.

**Ending** (such as ending customer number)

Enter the last customer you wish to appear on the report. Or press **Tab** to use all remaining customers. If you wish to print the report showing only one customer, enter the same number (or name) in both **Beginning** and **Ending** parameters.

**Store Number** (for multi-stores)

Enter the specific store number to include on the report and press **Enter**.  
Or enter **0** (zero) to print for all stores.

**Number of Copies**

Enter the number of copies (1-9) of this report you wish to print and press **Enter**. The default is one copy.

**Report Date**

The current system date is displayed. If you wish to accept it, press **Tab**.  
Or enter the date you wish to appear on the heading of the report in the standard date format (mmddyy) and press **Enter**.

**3** After you accept or enter the input parameters, the computer asks:

Output Device (P,T,S,F,PORT#):

Enter one of the following options and press **Enter**.

<b>Esc</b>		Press <b>Esc</b> to end this report and return to Step 1.
<b>P</b>	Printer	This is the main system printer (port 90). Make sure it is turned on and ready to print.
<b>T</b>	Terminal	The report will be printed to your terminal screen.
<b>S</b>	Slave printer	This printer is attached to your terminal, slaving information directly from the terminal. Make sure the printer is turned on and ready to print.
<b>F</b>	File	The report will be printed to a text file, which can be printed later. Nothing prints on the printer at this time. You will be asked to name the file. It can be up to 5 alpha-numeric characters long. The computer automatically places the prefix <b>Z@</b> in front of the file name. This helps organize these text files so they show up together when listing the files (such as a directory). To print these text files, see System Manager, System Functions, System Utilities, SuperDOS Utilities <u>or</u> Unix Utilities, Print a Text File.
<b>PORT#</b>	Any valid printer port	This is helpful if your normal printer is busy or if you wish to send the report to another printer. See the System Manager for valid port numbers.
<b>▲</b>	Search for port number	Press <b>▲</b> (up arrow) to begin searching at the first valid printer port. Or enter a port number and then <b>▲</b> to begin the search from that port number. The computer displays a list of printers starting with the closest match to the one you entered. For example:

```

+-----Printer Ports-----+
| 24 BRUCE'S OFFICE          |
| 90 SYSTEM PRINTER         |
| 91 SYSTEM PRINTER #2      |
+-----+
Scroll / Select - Printer Ports Jump To  _

```

The computer displays up to 5 printers at a time. The cursor is positioned at **Jump To**. You have the following options:

<b>Press Enter</b>	Selects the highlighted printer and prints the report to that port.
<b>▲ or ▼</b>	Press the up or down arrow to scroll through the displayed list.
<b>Enter another printer number and press Enter</b>	This jumps to another area of the list.
<b>Press Esc</b>	End this search routine. Go on to Step 4, using the printer port that was highlighted when you ended the search/select routine.

- 4 Then the computer asks:

Compressed Print (Y/N):

Enter **Y** if you wish to compress the print on the report, **N** if not. Normal print consists of 80 columns (characters) across the screen or page whereas compressed print has 132 columns. Most reports printed to a terminal need to be in compressed print so you can easily read them without having screen wrap-around. However, the system monitor does not feature compressed print on the screen.

- 5 Some reports allow single, double, or triple spacing:

Report Spacing (1,2,3):

Enter **1** for single, **2** for double, or **3** for triple spacing.

- 6 The computer prints the report as directed. If you printed the report to the terminal, it prints one screen page at a time. Press **Enter** to view the next page or enter **E** and press **Enter** to end the report and return to Step 1.
- 7 After the computer prints the report, you are returned to Step 1 to select other input parameters and print again or **E** to end the report printing process.

## Batches

The batch process is used in most data entry tasks (A/R cash receipts, A/P invoice entry, payroll processing, inventory physical count, inventory adjustments, etc.). Batch processing allows you to enter a group of entries into a batch, check the entries for accuracy, edit the batch if necessary, and then update the batch to the appropriate file(s). Depending on the type of data you are entering, this would be done on a regular basis. For example, cash receipts would probably be entered daily.


The following procedures are alike for all kinds of batches.

### 1 Identify the Batch

After selecting a batch entry process such as entering A/P invoices, the computer asks:

1. Batch Identification : AP\_\_\_\_\_

Depending on the task, the computer fills in the appropriate prefix to the batch I.D. In this case, A/P invoice batches always begin with "AP" so the computer displays "AP\_\_\_\_\_". Then you can enter the batch I.D. It can be up to 10 characters long, including the 2-character prefix. The most common method of naming batches is to use the date (month and day) and the operator's initials. For example, if a batch was being entered on May 1 by Ann Smith, enter **0501AS**. Notice that leading zeroes are used to make the date a full 4 characters. You can use this method of identifying batches or devise your own scheme but you should try to make them consistent, understandable, and easy for others to interpret.

 **NOTE:** After entering the batch I.D., the computer displays "OLD" or "NEW". An "old" batch has entries in it which have not been updated. Unless you are adding to an old batch, you should be careful to complete an old batch by updating and printing the reports before entering a new batch.

### 2 Calendar Month

After entering the batch I.D., check the displayed calendar month and period code. All entries in this batch will be posted to this G/L accounting period. Change if necessary. (Enter **2** and press **Enter**. Then enter the correct calendar month, not the fiscal month. The computer will then show the fiscal period.)

### 3 Store Number

Check the displayed store number. If you need to change it, enter the number for **Change Store No** and press **Enter**. Then enter the correct store number.


### 4 Date

Check the date as displayed in the upper right hand corner of the screen. All the entries in this batch will be assigned this date. Change if necessary. Enter the number for **Change Date** and press **Enter**. Then enter the correct date in the standard date format (mmddyy).

- 5** Make the entries in the batch according to normal procedures for the specified task (refer to the corresponding user manual). Each entry is assigned a sequence number automatically as it is entered. The sequence numbers, then, are in chronological order.
- 6** Print an edit list and check it carefully. The report includes the sequence number for each entry.
- 7** If needed, edit the batch to correct any errors. Use normal procedures.
- 8** Print the edit list again. Check carefully.
- 9** Update the batch according to normal procedures for the task. The update will make journal entries into the General Ledger.
- 10** Print the G/L Entries report (GPOST).
- 11** Print any other reports on the menu and file together.

## On-Line Help System

An on-line help system has been added to some of the maintenance programs for inventory items, customers, vendors, and General Ledger as well as the Variable File. On-line help allows you to gain information about any data field on the maintenance screen by pressing **F1** (function key 1) when the cursor is positioned on the field.

 **NOTE:** For SuperDOS systems, the program Flipscreen from Bluebird Systems is required and must be running on any port that wants to use on-line help. Flipscreen is optional software that must be purchased. If you do not have Flipscreen and would like more information, contact Dimensions, Inside Sales Department.

### On-Line Help Files

Standard on-line help text is stored in HLPSTND.D and its index HLPSTND.I1. Custom help that you can create is stored in HLPCUST.D and its index HLPCUST.I1. See below for more information on custom help.

### On-Line Help Programs

On-line help has been added to the following maintenance programs:

#### Inventory

Add New Inventory Items	DS03011A
Inventory Static Data IM1.D	DS03011N
Change Selected Fields IM1	DS03912
Change Selected Fields IM2	DS03910

#### Accounts Receivable

Add New Customers	DS02011C
Main Customer File CM1.D	DS02011B
Misc. Customer File CM2.D	DS02012B
Change Selected Fields CM1.D	DS02502

#### Accounts Payable

Add Vendor Information	DS05011C
Vendor Maintenance	DS05011

#### General Ledger

Master File (GM1)	DS01011
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#### All Variable File Maintenance Programs

## Using On-Line Help Programs

- 1 In any of the programs listed above, position the cursor on any data field and press **F1** (function key 1).
- 2 The screen is re-displayed showing a box with additional information about the selected field. For example:


```

DS03011A      Special Inventory Add  DIM 10 DATA      Date mm/dd/yy
10.0.1                               Port 36

**** IML.D *
1. Item No      1. In addition to the item number, each item must have a
2. Catalog      catalog number. The catalog number is the most
3. Mfg No       common number used during POS and Purchasing/Receiving
4. Short Desc   to look up items.
5. Mfg Name     2. Catalog numbers can be up to 15 characters long
6. Item Desc    including letters, numbers, punctuation marks, and
7. Unit Desc    spaces. For example:
8. Item Code
9. Non Disc     DF2410G      Doug Fir 2x4-10 Green
10. Non Tax     24RLH       2x4 Random Length Hem Fir
11. Enter Desc  58CDX       4x8-5/8 CDX Plywood
12. C or M      44CPF       4x100 4 Mil Clear Polyfilm
13. Type (0-7)  GWG        1 Gallon Titebond Wood Glue
14. Price Basis
15. Mkt Cst Bas 3. It is required for all items. There can be no
16. Conv Factor duplicate catalog numbers.
17. Ex Gross Mar 4. If you are using price stickers, the stickers can be
18. Cost Percent-----IML:2:STANDARD-----
19. Second Desc

```

The heading of the box indicates the selected field. The information at the bottom of the box indicates the filename, field number, and whether it is coming from the standard or custom help file. Use the arrow keys ( $\pi, \theta$ ) to scroll through the information in the box. When done, press **Esc** to return to the data field.

 **NOTE:** If you have custom help set up, the computer displays is first. Press **Esc** to view the standard help. Press **Esc** again to return to the data field.

## Custom Help

The On-Line Help system comes set up with a standard set of information that relates to all Dimensions customers. In addition, you can create your own custom help screens if certain fields require further procedures or instructions specific to your company. You must be signed on with a pass-word having a user level 6 or higher to create custom help screens. To set up custom help for a specific field, do the following steps:

- 1 To set up custom help for a specific field, position the cursor on the selected field.
- 2 Press **F1** to display the standard help screen.
- 3 Press **M** to get the **Help Options Menu**. (Do not press **Enter** after the M).
- 4 The following help options are displayed:

```

+-----+
| 1. Edit Custom Help |
| 3. Position Window |
| 4. Delete Custom Help |
| 6. Edit Help Box Title |
| 7. Cross Reference |
+-----+

```



To end this **Help Options Menu**, press **Esc** to return to the selected field. Or enter the number of the desired option or use the arrow keys to display it. Then press **Enter** to select it. You have the following options:

### 1. Edit Custom Help

An empty box will be displayed with the cursor positioned in the upper left corner. Type the information you would like to have displayed when someone chooses help for this field. This could be specific procedures that you would like your employees to follow, other information that you feel helps explain the field better, or just notes as to how you have used this field previously. Press **Esc** when done to return to the **Help Options Menu** above.

### 3. Position Window

Allows you to re-position the help window on the screen. When you select this option, you will be prompted at the bottom of the screen to position the cursor to the top left corner of the new place that you want the window to appear. Do this by using the arrow keys to move left, right, up, or down. Then press **Enter**. Now you will be prompted to position the cursor to the bottom right corner of the new place where you would like the window to end. Use the arrow keys to move the cursor where you want it and then press **Enter**. The help window will be repainted to the position that you specified and the cursor will return to the **Help Options Menu**.

### 4. Delete Custom Help

Allows you to delete custom help information. You may edit or change the information in the custom help window by using the **Edit Custom Help** option at any time. This option deletes the entire custom help window and keeps it from displaying. When you choose this option, a message at the bottom of the screen will be displayed indicating the program and field and asking if you want to delete the help from the custom file. Enter **Y** to delete the custom help window or **N** to not delete it. You are returned to the **Help Options Menu** above.

### 6. Edit Help Box Title

Allows you to define a new title for the top of the help window. When this option is chosen, a prompt will be displayed asking for the new title for the window. You may enter up to 40 characters for the new title.

### 7. Cross Reference

Allows you to use the same help information across different programs. For example, if you have a custom help window created for your company's procedure on the groups to use for new items, you can create the help information once and then cross reference the information from the **Add New Inventory Item** program to the IM1 item maintenance program.

## Guidelines for Backup

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### What Is a Backup?

---

A backup is a copy of your data, programs, menus, and operating system stored on a magnetic tape. It could be used to restore this information on the computer if it had been damaged or lost.

### Why Do I Back Up?

---

There are many reasons to have a backup of your data. All of your computer hardware (CPU, disk, monitor, printers, terminals, and so forth) can be replaced if damaged. The only thing Dimensions cannot replace is your data. We can give you a new operating system and new programs but we cannot replace your data. Therefore, you are responsible for making regular backups. Damages may result from fire, flood, or other natural disasters, theft or vandalism, or hardware failure. You are taking a great risk by not backing up.

### When Do I Back Up?

---

You will back up at the end of every business day. All users must be done with the day's work and be signed off the system before the backup can be made. You will also back up at the end of every month before doing the month end procedure and before the year end closing. You must also have a backup of the current programs, menus, and operating system in case you need to load this information on your system again. It would be quicker to have that available on-site rather than wait for us to ship it to you.

### How Do I Back Up?

---

Use the following instructions to make a backup. You will use this method of backing up until you "go live" (the point at which you convert to using the computer for daily transactions). After you "go live", the day end procedure includes the backup routine which is done automatically.

### Where Do I Get the Backup Tapes?

---

You will receive 10 data cartridge tapes as part of your Supply Pack. Each tape comes in a plastic cover box along with some self-adhesive labels. Affix 2 labels on the plastic cover box and 1 on the tape itself. Take 6 or 7 tapes and label each one for a day of the business week (**MONDAY, TUESDAY**, etc.) or **1, 2, 3, 4**, etc. The remaining tapes will be used for month end and year end backups. You should keep 12 separate month end tapes (one for each month end) as well as a year end tape for every year. These tapes will be stored off-site in a safe place such as a safety deposit box. They are archived just as you archive other company records. Additional tapes may be obtained either from Dimensions or a computer supply store.

## How Do I Care for the Tapes?

Keep tapes clean and dry and in a comfortable temperature range (40-80 degrees Fahrenheit). Do not store near electrical wiring or magnetic fields. Do not leave in a car or in direct sunlight. Even a fire-proof safe is not reliable--the tape may not catch fire but the heat of the a fire could melt it or distort the data. Store the latest tape out of the building, preferably in a safety deposit box or other safe place. You might want to make arrangements to drop the daily tape in your bank's night deposit so they can store it in your safety deposit box the next day. You would then need to stop by the bank to pick up your next daily tape so you can make your backup on the next tape.

The tape cartridges are designed to perform up to 5,000 reads and writes. They have quite a healthy lifespan but you may encounter a bad tape once in a while or it might get damaged from a faulty or dirty tape drive. Tapes cannot be repaired. This is one reason why you rotate tapes and make more than one tape at fiscally important dates (month end and year end).

## Backup Procedures (using "BACKUP" job)

- 1 At the system monitor, make sure you are on task 1.
- 2 Sign on with the manager password.
- 3 Put the next sequenced tape into the tape drive and shut the tape drive door.
- 4 From the **Dimensions Main Menu** on the computer, select **7** for **Day End/Month End/Year End**.
- 5 Select **1** for **Day End**.
- 6 Select **1** for **Automatic Day End**.
- 7 The computer displays:

```

DS08525      Job Stream Driver  DIM 10 DATA      Date mm/dd/yy
Rev10.0.1                                         Port  39
                                                Store 01

  1. Input Parameters

        Projects to Execute (Max=20)      _____

        Time to Begin

        If no time is entered, project(s) will begin immediately.

```

Enter **BACKUP** and press **Enter**.

- 8 Press **Enter** again 4 more times.
- 9 The backup process begins automatically.
- 10 After the backup is finished, check the tapelog that is printed to make sure it has no errors. Also, write the current date on the label of the tape you used.

## Conventions Used in the User Manuals

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### Manual Organization

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- The standard set of Dim3D (Rev. 10.0) user manuals includes the following titles. They are organized by module.

*Sales User Manual*  
*Inventory User Manual*  
*Accounts Receivable User Manual*  
*Purchasing & Receiving User Manual*  
*Accounts Payable User Manual*  
*General Ledger User Manual*  
*Day/Month/Year End User Manual*  
*System Manager User Manual*

- Each user manual contains at least 5 sections:

*Procedures*  
*Reports*  
*Variable File*  
*Special Maintenance*  
*Appendix*  
*Files*  
*Optional Software*

- Read the introduction to the *Procedures* and *Reports* sections in each user manual. They provide further general information on how to run procedures and print reports.
- If you need specific information on setting up a module such as Accounts Receivable or Inventory, refer to this manual, *Getting Started*.

### Type Used in Dim3D (Rev. 10.0) User Manuals

---

- Sample screens look like this:

DS02011C    Add New Customer    DIM 10 DATA		Date mm/dd/yy
Rev10.0.18		Port 39
		Store 01
1.Cust No	.000	2.Name
3.Addr 1		4.Addr 2
5.Addr 3		6.Zip
7.Phone		8.Contact
9.Tax No		10.A/R Group
12.Tax Type		11.A/R Type
15.Signature Req (Y/N)		13.Each Price (Y/N)
18.Save Lien Info		14.PO Required
21.Price Level	0	16.Cust Has Jobs (Y/N)
24.Terms	0	17.Save History
27.Extra Code	0	19.Store Number
30.Open Date	0	20.Rep Number
33.Install Pmt	0	22.Class
36.Delivery Zone	0	23.Credit Hold
39.Ship To 1	0	25.Statement Day
41.Ship To 3	0	26.Tax Code
43.Email	0	28.Credit Limit
45.Message/Note 1	0	31.Credit Limit Type
46.Message/Note 2	0	32.Statement Detail
47.Message/Note 3	0	33.SSN #
<Esc>=End	<F1>=Help	35.Resale Price Level
	<UpA>=New Job	37.Route Difficulty
		38.Map Code
		40.Ship To 2
		42.Builder's Club #
		44.Cell Phone

- Bold characters within text indicate what you enter. For example:

Select **3** and press **Enter**.


This means press the number 3 and then press the **Enter** key.

- Words displayed on the screen look like this in the manual text:

At **Enter Option**, enter **3** for **Change Store No** and press **Enter**.

- *Italics* indicate titles of books and names of procedures. For example, *Inventory User Manual* and *Cash Receipts by Batch*.

- Notes of special interest are presented in a box. For example:

 **NOTE:** An "old" batch has entries in it that have not been updated. Unless you are adding to an old batch, you should be careful to complete an old batch by updating and printing the reports before entering a new batch.

## Chapter 3. "Go Live" Tracks


To "go live" means to use the computer for regular data processing using your real data. You should try to "go live" as fast as possible, taking into consideration your needs and resources. If you are having an inventory conversion done or if you are getting the commodity list for your inventory file, much of the set up for inventory is already done for you. You can "go live" on inventory much faster than starting from scratch.

The following list is a suggestion only. It starts with A/R invoice posting. You may wish to start at this level and enter customer invoices until you have refined your inventory to the point where you could start Point of Sale (POS). Or you could skip A/R invoice posting altogether and go directly to POS to have the computer generate invoices for customer accounts and control inventory. This section is a guide to help you decide what you want to do next and when to "go live" most comfortably for you. More detailed information is contained in Chapters 4-8 of this manual.

The first three items on the list are a logical progression taking you from simple invoice posting to inventory. You could choose to accomplish each step in a progressive manner or jump in at any point when you are ready. The last two items, Accounts Payable and General Ledger, can "go live" any time you wish.

You may or may not have definite ideas of how and when you want to accomplish these areas. This section will help you formulate your plan for the next few weeks. Using the checklists that follow this page, decide when you will "go live" on the Dimensions system for the following areas. Write down your estimated dates.

- |       |  |
|-------|--|
| _____ | A/R Invoice Posting or Invoice Posting by Batch                  |
| _____ | Point of Sale (computer generates invoices)                      |
| _____ | Inventory control with physical count. Purchasing and Receiving. |
| _____ | Accounts Payable   |
| _____ | General Ledger   |

 <b>NOTE:</b> All "go live" tracks presented here assume you will either be using the standard G/L chart of accounts that comes already set up for you or you have loaded your own chart of accounts and will make the necessary Variable File entries to integrate it properly.
---

## 1. A/R Invoice Posting

---

A/R invoice posting allows you to enter invoices and returns for customer accounts after-the-fact. No printed ticket is produced by the computer. You can choose either normal invoice posting or invoice posting with inventory group distribution.

The transactions will be updated to the customers' accounts, the Totals File, and the Sales Master File as each one is entered. The invoice date can be assigned automatically using the current system date or be entered using **CHANGE DATE**. The discount date will be assigned according to the terms code for each customer. You will enter the ticket subtotal and the sales tax will be calculated automatically according to the tax code for each customer. You can also enter addons to each ticket. No inventory is needed to post invoices, however one miscellaneous item (99999999) must be set up to allow the program to work properly. Charge and cash sales will be posted to the General Ledger during the day end process.

This option is good preparation for Point of Sale or Order Entry. The same files are used and the day end procedure is the same. You could train on POS by entering quotes, if you have an inventory file set up, thereby getting a feel for POS. This is also a good method of balancing to your manual bookkeeping or previous computer system.

Another similar option of invoice posting is to enter invoices with a group distribution. "Group" refers to inventory groups or types of items. It is used to track customer purchases by inventory group in a general sense.

You will also be entering cash receipts (customer payments) to the A/R accounts. There are 2 ways of entering cash receipts--regular cash receipts where the customer's account is updated immediately as the payment entry is made or cash receipts by batch where many customer payments are entered into a batch which is checked for accuracy before posting it to the their accounts. These customer payments are updated to the General Ledger no matter which method you use to enter them.

Having the invoices and payments entered, statements can be printed at month end or any time. You will also start getting sales analysis information by assigned salesman, written by salesman, and sales tax (and addons if you are using A/R invoice posting).

### What needs to be done before going live?

- ☐ 1. All customers are entered including a cash customer (account 1.000). No balances or agings are entered yet.
- ☐ 2. Enter 1 miscellaneous non-perpetual inventory item (99999999) in the inventory files. This is for A/R invoice posting only.
- ☐ 3. The Variable File records must be set up (terms, sales tax information, customer classes, assigned and written by salesman numbers/names, etc.).
- ☐ 4. Decide the go live date for A/R invoice posting. You will probably want to do this at the end of a month, quarter, or year.

The day before going live, do the following:

- ❑ 5. Do the A/R cutover process from a current aging. This process allows you to enter the aging balances and outstanding invoices for each customer. You will also enter the beginning total A/R in the Totals File for today, MTD, and YTD.
- ❑ 6. Check the due dates and discount dates for terms in the Variable File for Accounts Receivable. Check the calendar month in the Variable File for General Ledger, Basic Store Information.
- ❑ 7. Print the Daily Report found on the Day End Menu. Check that all sales are zero and that the **A/R Summary** shows the beginning A/R balance only. If there are balances in any field other than **A/R Summary**, they must be cleared out of the Totals File. The easiest way to do this is to clear T2ssyy totals and re-enter the beginning A/R balances (today, MTD, YTD). Contact Dimensions for specific instructions.
- ❑ 8. Run a day end, either manually or with the DE project. Watch carefully for any errors or problems backing up, printing reports, or updating.

What is the commitment of going live?

Once you go live using A/R invoice posting or invoice posting by batch, you are committed to entering customer invoices and payments regularly and performing the day end procedure every day. Day End will provide the following:

- Daily backup tape.
- Sales Analysis Report showing sales by customer class, assigned salesman, written by salesman, charge and cash transactions, addons, and sales tax.
- Daily Report showing today and month-to-date charge and cash transactions, A/R summary, and cash settlement.
- Transaction Register (only if using A/R invoice posting).
- Transaction Day End Update which clears the Sales Master File and Totals File of the current day's transactions, updates Sales History if used, and posts sales to the General Ledger (only if using A/R invoice posting).

You must also run the month end process for A/R every month. The month end will generate finance charges and increment the terms dates (discount and due dates) to the next month. It will also allow you to print customer statements from the month end password (MOEND). You must also perform the month end update for the Totals File. This will clear out all month-to-date figures.



## 2. Point of Sale (computer-generated invoices)

Point of Sale allows you to enter invoices, returns, quotes, and orders through the Transaction Entry system using individual inventory items. A printed ticket will be generated for each transaction with either a computer-generated number or a transaction number you provide. This is different from invoice posting because it keeps quotes and orders by customer, which can be recalled and changed into sales. Point of Sale replaces invoice posting. You will be getting sales analysis and history information by item. You will also be getting the same sales information by assigned salesman, written by salesman, sales tax, and addons. Costs and prices are tracked but quantities are not. The quantity on-hand, on-reserve, and on-order will be meaningless until you take a physical count.

### What needs to be done before going live?

- ☐ 1. All steps from A/R invoice posting must be done. Or if you are already processing A/R invoices, just complete the following steps.
- ☐ 2. Enter all inventory items. This can be done through a conversion from a previous computer system, the commodity list provided by Dimensions, or entering each item through file maintenance.
- ☐ 3. Enter and check all prices and costs. Print a price book if desired.
- ☐ 4. The corresponding Variable File entries must be set up:

#### A. Sales, Entry Options, POS Enter Detail Screen

- **8. Verify On-Hand Exceeded**

Should be **N** until quantities on-hand in inventory are used.

#### B. Sales, Print Options

- Double check the print programs used for different tickets. Use plain paper print programs if you have not received your pre-printed forms yet.

#### C. Sales, Descriptions (if saving sales totals)

- Truck
- Delivered By
- Loaded By
- Checked By

#### D. Sales, Messages

- Messages printed on tickets

#### E. Sales, Miscellaneous Codes, History

- **3. Save Sales History**

Should be **Y** if you wish to save invoice history for charge sales, **C** to save charge and cash sales, or **N** if you do not wish to save invoice history. This is different from the 13-month item history, which can be started when you have a more complete inventory file.

- 8. Save Delivered By
- 9. Save Checked By
- 10. Save Loaded By

Should be **Y** if you wish to track them from POS. You can save any combination of this information or none at all.

F. Inventory, Basic Inventory Information, Store Information

- 3. Post Inventory Adjustment to G/L

Should be **N**.

G. Accounts Receivable, Terms Information

- 21. Print Discount on Invoice

Should be **Y** if you wish to print the available discount on each transaction, **R** to print on all except returns, or **N** to not print at all.

H. System Manager, Port Information, Printer Assignments

- Double check the print flow by port (which printer will print certain transactions)

I. System Manager, Store Name & Address

- Store name and address printed on tickets

- ☐ 5 Decide the go live date for POS. You might want to do this at the beginning of a new month.

What is the commitment of going live?

This is the same as going live for A/R invoice posting plus you must perform a month end update for inventory as well. This process clears out all month-to-date inventory figures. You must also maintain the costs and prices of the items. This is done either through **Price/Cost Changes** or through the receiving system using non-P.O. receipts. If you use the receiving system, you can also create invoices in A/P and write checks (see Accounts Payable). Even though you will not be controlling quantities, sales will reduce stock and receipts will increase stock. These quantities will be meaningless until you take a physical count.

### 3. Inventory Control with Physical Count & Purchasing/Receiving

Point of Sale with a counted inventory is the final step of going live with complete inventory control. It will provide you with all of the features discussed previously as well as control inventory quantities by watching minimum/maximum stock levels, turnovers, and the like. You will also be able to use the suggested order system to aid in purchasing inventory.

#### What needs to be done before going live?

- ☐ 1. All steps from POS with full inventory must be done.
- ☐ 2. Double check the following Variable File options. Change if needed.

##### A. Sales, Entry Options, POS Enter Detail Screen

- 8. **Verify On-Hand Exceeded**

Should be **Y**. You will want to know at POS if the quantities are not adequate for the ticket.

##### B. Inventory, Basic Inventory Information, Store Information

- 3. **Post Inventory Adjustment to G/L**

Should be **Y** if you want to start posting inventory sales, receipts, adjustments, and counts to the G/L. Or if you want to post receipts only, it should be **R**.

- ☐ 3. Decide go live date. Determine when you will take a physical count.

##### Immediately prior to going live:

- ☐ 4. Take and enter a physical count. You may wish to count your common or fast-moving items first and then fill in the rest of the items later.
- ☐ 5. Determine the beginning inventory total value and enter it in the Totals File for today, MTD, and YTD (records 1010, 1020, and 1030). See your installer for further instructions.
- ☐ 6. Print the Daily Report under Day End to check the **Inventory Summary** section for the beginning inventory balance.
- ☐ 7. Enter the outstanding customer orders with deposits in the live POS system. Print an **Open Order Register** or **Open Order Detail** to check your entries.

#### What is the commitment of going live?

You must do everything described for POS plus now maintain a regular process of physical counts. You must decide whether to do cycle counting by group throughout the year or count the entire stock once a year at year end. The purchasing and receiving system must also be implemented to keep the on-order and on-hand quantities accurate. You are also in a position to bring up other inventory sub-systems such as inventory adjustments, fabrication, serial number control, suggested orders, on-line ordering, multiple vendors, and multiple locations.

#### 4. Accounts Payable

---

The Accounts Payable system allows you to enter vendor invoices by batch, pay invoices by printing computer checks or entering handchecks, and post this activity to the General Ledger. Invoices can be entered manually (such as utility bills, loan payments, and rent) as well as be generated from inventory receipts originating from the Purchasing/Receiving system.

##### What needs to be done before going live?

- ☐ 1. All vendors are entered including miscellaneous vendors (no balances or aging). Optional: You may also enter the G/L debit account number for each vendor.
- ☐ 2. Check the Variable File entry for the A/P check printing program.
- ☐ 3. Decide the go live date for A/P invoice posting and check writing. You will probably want to do this when you have the fewest invoices, such as after paying on the 10th. It is easiest to process (pay) the outstanding invoices on your old system and enter new invoices with invoice dates on or after your go live date. This will let you know that invoices with invoice dates before your go live date are on your old system (whether hand books or computer) plus you won't be duplicating your work on both systems.

Immediately before going live, do the following:

- ☐ 4. Print an Aging Report from the **Accounts Payable Reports Menu** to check that vendors are starting with zero balances.

##### What is the commitment of going live?

Once you go live using Accounts Payable, you are committed to entering vendor invoices by batch for the current month, posting the batch to the G/L (even if you are not running G/L yet), selecting which invoices to pay by computer check or entering handcheck information if you do not have your checks yet, and updating the checks to the invoices and G/L.

At month end, you should print the Invoices Due Report and the Receipts Not Invoiced Report for comparison. Then make sure the calendar month is correct in the new month (gets changed during the Totals month end update).

## 5. General Ledger

General Ledger is the final step to completing your accounting cycle and producing financial statements. It is recommended that you wait until you are comfortable to bring up your General Ledger so you can concentrate on refining the other parts of the system. The very best time to go live with General Ledger, of course, is at the beginning of a new accounting year. You would have your beginning year balances for assets and liabilities, an accurate physical count and beginning inventory value, and zero balance income and expense accounts. Of course you could start anywhere in the middle of an accounting year, after a quarter or month end, but you would need to decide if you want to enter the account balances up to your go live date or start with zero balances.

In addition, you must consider the numbering of the chart of accounts. Your system comes set up already with a comprehensive chart of accounts. The numbering system uses 4-digit account numbers. Pre-set balance sheet and income statement formats are already designed for you as well as all of the integration accounts in the Variable File are correlated to the standard G/L. If you have been running already, making GPOST entries here and there, you may have realized the intricate and comprehensive role the General Ledger plays throughout the system. We highly recommend you use the G/L chart of accounts as it has been set up for you to avoid having to change many areas of the system. If you decide, however, to change the numbering of the General Ledger, see "What needs to be done before going live with a new G/L Chart of Accounts" below.

### What needs to be done before going live with the standard G/L?

- ☐ 1. If not done already, determine how sales and cost of sales will be posted to the General Ledger. Only one type of posting is allowed. This is set up in the Variable File for Sales, G/L Integration, Sales, 1. **G/L Posting Methods for Sales.** G/L sales by type of sale (**N**) is the default because it is most common.
  - N** = by type of sale (charge vs. cash).
  - C** = sales by customer class.
  - A** = by assigned salesperson.
  - Y** = sales by inventory group. Corresponding sales and cost of sales accounts must be set up in the income section of the chart of accounts for each group.
  - B** = by customer class by inventory group.
- ☐ 2. Print a Trial Balance, Balance Sheet, and Income Statement. Determine if changes need to be made to account numbers, account descriptions, and report formats (such as layout, spacing, totaling, etc.). If major changes to the basic chart of accounts are absolutely required, see the following section, "What needs to be done before going live with a new G/L chart of accounts."
- ☐ 3. Make the minor changes in the G/L Master File (GM1.D) and the G/L Format Master (GM2.D) if necessary.

- ☐ 4. Check any GPOST edit lists for incorrect account numbers (account number 0 is the most common). Determine which account(s) should be added or modified or if the Variable File needs to be modified.
- ☐ 5. Decide the go live date for General Ledger operation (year end, quarter end, or month end).

The day before going live, do the following:

- ☐ 6. Enter the beginning balances in GM1.D. You can also enter the net change for each accounting period if you want. You would obtain this information from your former bookkeeping system.
- ☐ 7. If you have been running G/L updates throughout the system and if you do not wish to keep the accumulated GPOST entries, create a new GM3.D. If you wish to keep the entries (if they are significant numbers to you), go ahead and merge the entries by accounting month. The merge process removes the GM3.D records, adds them to GM4.D (Yearly Transaction File), and adds the totals to the balances in GM1.D.

What needs to be done before going live with a new G/L chart of accounts?

- ☐ 1. Determine the account numbers and descriptions for the chart of accounts.
- ☐ 2. Enter the G/L Master File (GM1.D). You would need to create a new, blank GM1.D before adding your new accounts.
- ☐ 3. Design a Balance Sheet and Income Statement. Enter the G/L Format Master File (GM2.D) for each report. The Format Master controls how the report are laid out.
- ☐ 4. Change all entries in the following Variable File records:
  - A. Sales, G/L Integration, Sales. Determine how sales and cost of sales will be posted to the G/L (see above).
  - B. Sales, G/L Integration, Sales. If **G/L Posting Method for Sales=Y** for inventory groups, identify and enter the G/L account numbers for every group for:
    - Sales
    - Cost of goods
  - C. Sales, G/L Integration, Inventory Sold. Identify and enter the G/L account numbers for every group for:
    - Inventory Sold
  - D. Inventory, G/L Integration. Identify and enter the G/L account numbers for every group for:
    - Inventory adjustments
    - Inventory adjustments to physical
  - E. Inventory, Other Options, Fabrication. Identify and enter the G/L account numbers for every group for:
    - Inventory fabrication

F. Purchasing & Receiving, G/L Integration, Group Information. Identify and enter the G/L account numbers for every group for:

- Inventory purchases

G. Sales, Addon Information, Sales Addons. Identify and enter the G/L account numbers for every addon.

H. Sales, Sales Tax, Sales Tax Options. Identify and enter the G/L numbers for every sales tax record (no G/L record needed for non-tax).

- ☐ 5. In Accounts Payable, check each vendor's G/L debit account in AM1.D against the new chart of accounts.
- ☐ 6. Decide the go live date for General Ledger operation (year end, quarter end, or month end).

The day before going live, do the following:

- ☐ 7. Enter the beginning balances in GM1.D. You can also enter the net change for each accounting period if you want. You would obtain this information from your former bookkeeping system.
- ☐ 8. Create a new GM3.D and GM4.D. Any existing journal entries should not be saved because the account numbers no longer exist.
- ☐ 9. Print a Trial Balance, Balance Sheet, and Income Statement representing your beginning balances.

### What is the commitment of going live?

Once you go live using the General Ledger, you are committed to running all GPOST updates from the following functions:

- POS or Invoice Posting (Day End update)
- Purchasing & Receiving (Day End or manual update)
- Inventory Adjustments
- Inventory Physical Count
- Inventory Fabrication
- A/R Cash Receipts
- A/P Invoicing and Check Writing
- G/L Journal Entries

You must merge the G/L postings by calendar month (can be done as many times during or after the month as needed) and make any manual journal entries as needed to print up-to-date financial reports. You must also perform procedures at year end to prepare the G/L files for the next fiscal year.

## Chapter 4. Accounts Receivable

### A/R Overview

---

This overview is divided into 2 sections to give you some background information before you organize your customer information:

<b>Objectives for A/R</b>	Helps you understand the objective of the Accounts Receivable module and the tasks necessary for accomplishing those objectives.
<b>Customer Files</b>	Shows you the files affected during the initial file set up for Accounts Receivable as well as the other A/R files that will be used once you are set up and running.

### Objectives for A/R

<p><b>100% accurate customer balances on a daily basis and timely credit controls.</b></p>
--


In order to achieve this general objective, you must accomplish specific tasks in a logical order. A little planning now will pay off down the road.

The major tasks to getting A/R running are loading customer data and doing an A/R Cutover. Each task breaks down into smaller projects. Following is an outline of the tasks. You will find more detailed instructions later in the section "Getting A/R Started."

### **1 LOADING CUSTOMER DATA**

#### ➤ PREPARATION

- 1 Gather existing customer information - name, bill to address, phone number, contact person.
- 2 Determine numbering system for Customer Master File.
- 3 Determine set up values for eight of the fields in the Customer Master File used to run the basic features of A/R - A/R group, assigned sales rep numbers, price level, class, terms, tax code, and credit limit/type.
- 4 Assign customers the 8 values defined above.

<p> <b>NOTE:</b> If you ordered a file conversion for A/R, this <u>may</u> be done for you automatically depending on whether or not it can be converted.</p>
--



## ➤ DATA LOAD


- 1 Enter all customers - number, name, address, phone number, contact person using **Add New Customer**.
- 2 Enter 8 set up values for all customers using either **Change Customers with Range** or **Change Selected Fields**.
- 3 Print customer list and check work.
- 4 If needed, delete customers with inaccurate information and re-enter them.

**2 DOING A/R CUTOVER****IMPORTANT**

**Once you do an A/R Cutover, you must be prepared to do the steps to maintain A/R integrity as outlined below.**

## ➤ PREPARATION

- 1 Determine cutover date.
- 2 Gather outstanding invoices and balances as of the cutover date (either from hand system or previous computer system).

 **NOTE:** If you ordered a file conversion for A/R, this may be done for you automatically depending on whether or not it can be converted.

## ➤ DATA LOAD

- 1 Enter the A/R balances using the A/R Cutover procedure.
- 2 Print an Aging Report on Dimensions system.
- 3 Reconcile balances between old system and Dimensions system. Correct any differences.

**STEPS TO MAINTAIN A/R INTEGRITY**

- 1 Enter invoices and returns daily either through Point of Sale or Invoice Posting.
- 2 Enter and update cash receipts (customer payments) daily.
- 3 Perform Day End Processing daily.
- 4 Reconcile the totals on the A/R Aged Analysis (Aging Report) to the Daily Report each day (printed during Day End Processing).
- 5 Perform Month End Processing monthly including calculating finance charges and printing statements.
- 6 Print the following reports each month and archive for at least 12 months:
  - Aging Report (Aged Analysis)
  - A/R Statement Backup
  - Open Items Applied
- 7 Periodically review and update credit limits and credit holds.

The big payoff for following this procedure will be:

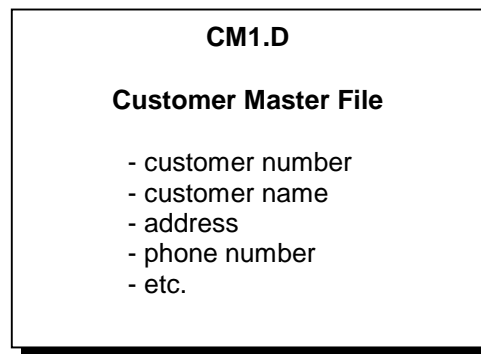
**100% accurate customer balances on a daily basis and  
timely credit controls.**

### Customer Files

---

Accounts Receivable information is stored and processed using several customer files. These files will be built already for you when your system arrives, ready for you to begin entering customer data (unless you are doing a file conversion). Each file contains very specific information and is used by the system when performing certain functions.

When you are getting started in A/R, you will be entering customer information in the Customer Master File, also called CM1.D:



This is the main file in A/R. It is like a folder that contains major information and setup values for each customer such as:

Customer Number	Assigned Sales Rep Number
Customer Name	Price Level
Address	Class
Phone Number	Terms
Contact Person	Tax Code
A/R Group	Credit Limit

It also contains customer balances, which are updated during normal invoice and cash receipt processing.

The other files in A/R serve other functions:

**REGULAR PROCESSING****CM2.D  
Customer  
Misc. File**

- ship to address
- email address
- cell phone #
- SS#
- messages (3 lines)
- etc.

**CM3.D  
Customer  
Transaction File**

- open invoices & returns
- unapplied payments
- paid invoices

**CM4.D  
Cash Receipts  
Transactions File**

- customer payments
- adjustments

**CM4H.D  
Cash Receipts  
Transaction History**

Similar to CM4.D but keeps a history of customer payments.

Updated at month

**CM15.D  
Cash Receipts by  
Batch File**

Optional method of entering cash receipts

Cleared at month end

**CM5.D  
Open Items Applied  
File**

Holds activity against customers' charges

Cleared at month end

**CM5H.D  
Open Items Applied  
History File**

Similar to CM5.D but keeps a history of how customer payments were applied to invoices.

Updated at month

**CMC.D  
Customer  
Change File**

Used in Change Customer Numbers by Batch. Contains customer number changes and allows you to edit the batch before updating them throughout the A/R and sales files.

**CREDIT MANAGEMENT****CM9.D  
Credit History File**

Used in A/R File Inquiry to show a history recap of sales activity by month. Also used on the Credit History Report.

**CM10.D  
Customer Credit  
File**

Used in A/R File Inquiry showing:

- high balance since account was opened
- credit hold detail (when put on and taken off)

**CM16.D  
Multiple Credit Note  
File**

Holds credit notes (comments) entered through A/R File Inquiry.

**OPTIONAL FEATURES****CM6.D  
Bad Check File**

- bad check I.D.
- name

Checked at POS

**CM7.D  
A/R Posting File**

Used only in A/R batch posting

- invoices entered as a batch then posted to customer accounts

**CM8.D  
Customer Lien File**

Used only in pre-lien system.

- property owner name & address
- original contractor name & address
- construction lender name & address

**CM14.D  
Extra Signature File**

Holds unlimited number of extra signatures (authorized names of buyers) for each customer.

## Getting A/R Started

---

The following pages will help you begin gathering customer information for Accounts Receivable. You will be collecting general information such as customer names, addresses, phone numbers, credit limits, etc. This is an excellent time to clear out old accounts and update your A/R files.

You will not be handling customer balances and current activity at this time. You will decide later when you wish to enter the aging and "go live." This process is called the A/R Cutover. Be aware that at the time you cut over you will need to have a current aging and list of outstanding invoices for each customer. You must do an A/R Cutover before your first ticket, whether you will be doing Invoice Posting, Point of Sale, or Order Entry.

*Getting A/R Started* is your guide to beginning work with the A/R system. In this section, you will find instructions for:

<b>Basic Customer Data</b>	Helps you begin gathering the basic elements of your customer file on an A/R Load Form – names, addresses, phone numbers, and so on.
<b>Numbering Accounts</b>	Suggests how to number customer accounts.
<b>Getting into A/R</b>	Shows you how to get into the <b>Accounts Receivable Menu</b> for getting started on the computer.
<b>Adding Customers</b>	Shows you how to enter the basic customer information into the computer.
<b>Changing Customer Information</b>	Shows you how to change the basic customer information if you need to make corrections.
<b>Printing Customers</b>	Shows you how to print some reports to check your entries.
<b>Deleting Customers</b>	Shows you how to delete customer entries if they are incorrect so you can enter them again correctly.
<b>Values Worksheet</b>	Helps you decide the 8 values you need to have to run the basic features of the Accounts Receivable system – A/R group, assigned sales rep numbers, price levels, classes, terms, tax codes, and credit limits/types. Includes a load form.
<b>Entering Values for Customers</b>	Shows you two methods of quickly entering the values from the worksheet, <b>Change Selected Fields</b> and <b>Change Fields by Range</b> .
<b>Entering Variable File Information</b>	Leads you through making the appropriate entries in the Variable File for "going live".
<b>Doing A/R Cutover</b>	Helps you enter beginning A/R balances for customers on the Dimensions system in preparation for "going live".

<b>Customer Inquiry</b>	Shows you how to perform an inquiry on an A/R customer, displaying it on the screen. Also explains how to search for and select a customer.
<b>Sample Customers</b>	Presents 4 different customers and how they are set up using the <b>Add New Customers</b> screen.

---

### Basic Customer Data

---

This section will help you actually begin gathering information for Accounts Receivable. You won't be entering anything in the computer, just gathering data to get ready. Starting with your current system of tracking A/R, there are several methods of gathering data:

1. If you are keeping records manually and have no preprinted customer information (as in a computer printed report), use the A/R load form. Take the blank load form on the next page and make as many copies as you need to accommodate all your customers. There is space for 4 customers per page. Then fill out the forms. The chart following the blank load form explains each field on the load form.
2. Use credit applications, if available, as a source for the information. Make sure you have a current credit application for every charge customer. Or use a mixture of this method and the first method.
3. If you have ledger cards, you won't need to fill out load forms but you will need to make notations of the codes on the cards.
4. If you are coming from a previous computer system, you won't need to fill out load forms but you will need to print out a customer list and make any notations for corrections and additions.
5. If you ordered a file conversion for A/R, you also won't need to fill out load forms. Dimensions will work with you to make sure your new system will contain the proper information.

You should read through this section to gain a basic knowledge of what the customer fields contain, even if you are doing a file conversion.

<b>A/R LOAD FORM</b>
----------------------

CUST NO \_\_\_\_\_ NAME \_\_\_\_\_

ADDR 1 (PO BOX or ATTN) \_\_\_\_\_

ADDR 2 (STREET ADDRESS) \_\_\_\_\_

ADDR 3 (CITY, STATE) \_\_\_\_\_

ZIP CODE \_\_\_\_\_ PHONE \_\_\_\_\_

CONTACT \_\_\_\_\_ TAX NO \_\_\_\_\_

CREDIT CONTACT \_\_\_\_\_ FAX NO \_\_\_\_\_

---

CUST NO \_\_\_\_\_ NAME \_\_\_\_\_

ADDR 1 (PO BOX or ATTN) \_\_\_\_\_

ADDR 2 (STREET ADDRESS) \_\_\_\_\_

ADDR 3 (CITY, STATE) \_\_\_\_\_

ZIP CODE \_\_\_\_\_ PHONE \_\_\_\_\_

CONTACT \_\_\_\_\_ TAX NO \_\_\_\_\_

CREDIT CONTACT \_\_\_\_\_ FAX NO \_\_\_\_\_

---

CUST NO \_\_\_\_\_ NAME \_\_\_\_\_

ADDR 1 (PO BOX or ATTN) \_\_\_\_\_

ADDR 2 (STREET ADDRESS) \_\_\_\_\_

ADDR 3 (CITY, STATE) \_\_\_\_\_

ZIP CODE \_\_\_\_\_ PHONE \_\_\_\_\_

CONTACT \_\_\_\_\_ TAX NO \_\_\_\_\_

CREDIT CONTACT \_\_\_\_\_ FAX NO \_\_\_\_\_

---

CUST NO \_\_\_\_\_ NAME \_\_\_\_\_

ADDR 1 (PO BOX or ATTN) \_\_\_\_\_

ADDR 2 (STREET ADDRESS) \_\_\_\_\_

ADDR 3 (CITY, STATE) \_\_\_\_\_

ZIP CODE \_\_\_\_\_ PHONE \_\_\_\_\_

CONTACT \_\_\_\_\_ TAX NO \_\_\_\_\_

CREDIT CONTACT \_\_\_\_\_ FAX NO \_\_\_\_\_

FIELD	WHAT	HOW LONG	FOR EXAMPLE	MORE...
CUST NO	Customer Number	6 digits plus 3 following a decimal	123456.001	<ol style="list-style-type: none"> <li>1. Customer numbers 1-99 are for cash accounts only. Accounts 100 and higher are charge accounts.</li> <li>2. The format of the customer number allows any customer to have multiple jobs. The three digits after the decimal identify the job number. The main account would end in all zeroes (.000) and the job accounts would follow (.001, .002, etc.). Aging report and statements will show a total for each job as well as a consolidation for all jobs.</li> <li>3. For customers without jobs, it is not necessary to enter the decimal and trailing zeroes.</li> </ol>
NAME	Customer Name	30 characters	FRANK WHITE INDUSTRIES or WHITE/FRANK	This controls how the account is alphabetized. See Step 2 on page 72 for more explanation of how to format the customer name.
PO BOX or ATTN	Bill to P.O. Box or Attn information (ADDR 1)	25 characters	P.O. BOX 888 or ATTN: Accounts Payable	
STREET	Bill to street address (ADDR 2)	25 characters		This can be the actual mailing address.
CITY, STATE	Bill to city & state (ADDR 3)	25 characters	Newtown, CO	Separate the city and state with a comma.
ZIP CODE	Zip code	10 characters	87101 87101-1234	You can use the 5-digit zip or the 9-digit zip. Use a dash (-) in the 9-digit zip code.
PHONE	Phone Number	12 characters	800/222-3333 800-222-3333 222-3333 x123	Enter the phone number exactly how you wish it to print on reports, transaction entry screens, and inquiry screens.
CONTACT	Contact Person	20 characters	Bill W. or Mrs. Johnson	Enter the name of the contact person for this customer. This is optional but very handy.
TAX NO	Sales Tax ID Number	15 characters	16656-8	If the customer is tax exempt, you should find this number on a sales tax exemption certificate.
CREDIT CONTACT	Contact Person for credit matters	20 characters	Mary S.	This could be different from the Contact Person entered above.
FAX NO	Fax Number	12 characters	702-222-4444	


## Numbering Accounts

Organizing customer accounts with the Dimensions system helps save you time and effort. Each customer account is assigned a customer number. You type the information once and then when you need to use it you can call it up by number or by name. When you print customer reports you can print in numerical or alphabetical order.

#### STEP 1 WHAT IS MY SOURCE OF CUSTOMER INFORMATION?

Get an alphabetized list of your charge customer accounts. This can come from:

- Filling out and alphabetizing A/R Load Forms. Make copies of the Load Form found on page 94. Each field is described on the chart found following the Load Form.
- Manual ledger cards.
- Computer printout from your previous computer system. You may wish to keep your same numbering system or you may wish to reorganize your customers as described below. Print out a customer list from your previous system to use as a basis for your work.
- File conversion. If you are doing a file conversion for Accounts Receivable from a previous system, do not proceed. Dimensions will work with you to determine the numbering system.

 **IMPORTANT:** Customer numbers 1-99 are reserved for cash customers. Customer number 1 is typically the account used for regular walk-in cash sales where the method of payment is cash, check, or credit card. You may want to fill out load forms for cash customers separately since they are numbered below 100.

Customer numbers 100 and up are used for charge sales where the transactions are tracked through the A/R system.

#### STEP 2 WHO ARE MY CUSTOMERS?

- Fill out the load forms, leaving the customer number blank. Try to keep the accounts in alphabetical order as much as possible. Depending on how many customers you have, you may want to start a new sheet for each letter of the alphabet.

**HELPFUL TIP:** You don't have to keep the customers in alphabetical order because the system lets you look up by number or by name, but Dimensions recommends you start out with an organized list as much as possible.

- Company names are alphabetized by the first letter of the first name. For example:  
FRANDSOM CONTRACTORS  
FRANK WHITE INDUSTRIES, INC.  
FULLER ELECTRIC
- Individuals are alphabetized by the first letter of the last name. For example:  
BLACK/TOM  
GREEN/ROBERT  
WHITE/FRANK

For individual names, the last name is typed first with a slash (/) separating the first name. Invoices and statements will then switch these and **WHITE/FRANK** will print as **FRANK WHITE** but be alphabetized under **WHITE**.

**HELPFUL TIP:** You could also use this feature to alphabetize company names like THE DECK DOCTOR (DECK DOCTOR/THE).



**STEP 3 HOW MANY CUSTOMERS DO I HAVE?**

- Determine the total number of charge customers you have. Write the total here: \_\_\_\_\_

**STEP 4 HOW DO I WANT TO NUMBER MY CUSTOMER ACCOUNTS?**

- From the following chart, determine how to start numbering your charge customers. Normally you will want to number the accounts so that numeric order is the same as alphabetic order. You will want to leave plenty of numbers between accounts so that future additions will still be in alphabetical order.

TOTAL # OF ACCOUNTS	# OF DIGITS FOR CUST NO	STARTING CUST NO	INCREMENT BY*	NEXT CUST NO
< 75	3	110	10	120
76-750	4	1010	10	1020
751-7500	5	10010	10	10020
7501-75000	6	100010	10	100020

\* For heavily used letters, you may wish to increment by 20 or more.

**STEP 5 WHERE'S MY PENCIL?**

- Begin numbering customer accounts on the A/R load forms (or ledger cards or computer printed report) using the beginning number determined in STEP 4. Be sure to leave plenty of numbers between each account for future additions, maintaining the alphabetical order.

**OTHER USES & METHODS OF NUMBERING ACCOUNTS:**

- Last 6 digits of phone number
- Give heavily-used customers numbers that are easy to remember (i.e., 5555 or 123)
- House account
- Employee A/R accounts in a separate range of numbers
- Affiliate companies in a separate range of numbers
- Separate cash and charge customers for special quotes such as decks, sheds, houses, etc.
- Special "spiff" customer to be used when creating a spiff as a quote first. A spiff is a group of items on sale with a specified beginning and ending date.

## Getting into A/R

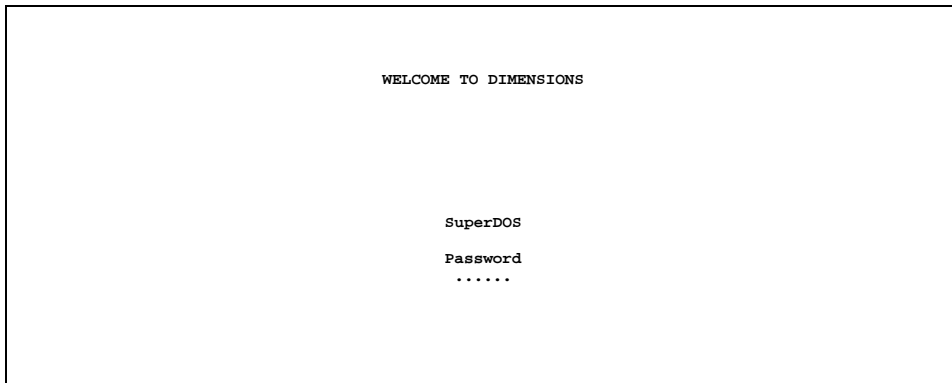
---

Now you are ready to start entering this information on the computer. Before beginning, you should be familiar with the following concepts:

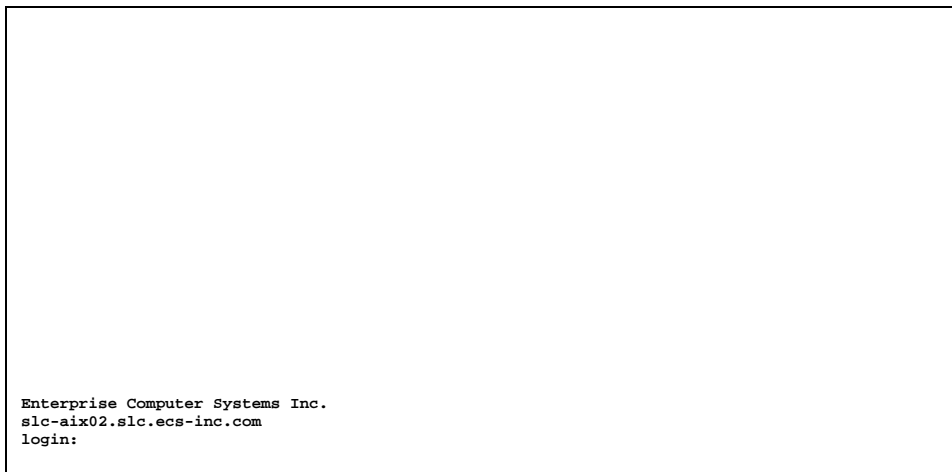
- ◆ Passwords
- ◆ Menus
- ◆ Keyboard & Keys

If you are not familiar with these or wish to review them, see Chapter 2, System Training.

- 1 For SuperDOS systems, start at the **PASSWORD** screen:



Or for Unix systems, start at the login screen:



Sign on with the password/login provided by your Dimensions support analyst or installer.

## 2 The computer displays the DIMENSIONS MAIN MENU:

DIM11 DATA	=== DIMENSIONS MAIN MENU ===	11.0
1. Sales		
2. Inventory		
3. Accounts Receivable		
4. Purchasing & Receiving		
5. Accounts Payable		
6. General Ledger		
7. Day End/Month End/Year End		
8. System Manager		
9. Other Options		

Enter **3** for **Accounts Receivable** and press **Enter**.

## 3 The computer displays the ACCOUNTS RECEIVABLE MENU:

DIM11 DATA	=== ACCOUNTS RECEIVABLE ===	11.0
1. File Inquiry		
2. File Maintenance		
3. A/R Reports		
4. Cash Receipts		
5. Other A/R Options		
6. A/R Variable File		
7. A/R Special Maintenance		

You have these options from this menu:


- |                                   |  |
|-----------------------------------|--|
| <b>1. File Inquiry</b>            | Perform inquiry on any customer.   |
| <b>2. File Maintenance</b>        | Add new customers, change or delete existing customers.  |
| <b>3. A/R Reports</b>             | Print customer reports to check data.  |
| <b>4. Cash Receipts</b>           | Used later to enter customer payments.   |
| <b>5. Other A/R Options</b>       | Used if you purchase other optional A/R software.  |
| <b>6. A/R Variable File</b>       | Enter set up information to customize your A/R system.   |
| <b>7. A/R Special Maintenance</b> | Allows access to the A/R cutover process and other special maintenance functions. Security protected access. |

## Adding Customers

- 1 From the **Accounts Receivable Menu** shown above, enter **2** for **File Maintenance**. Remember to press **Enter** after entering your menu selection.
- 2 The computer displays the **A/R FILE MAINTENANCE MENU**:

DIM11 DATA	=== A/R FILE MAINTENANCE ===	11.0
1. Add New Customers 2. Change Customers 3. Delete Customer from CM1 & CM2 4. Purge Credit Notes by Date 5. Maintain Extra Signatures 6. Bad Check File CM6		

Select **1** for **Add New Customers** and press **Enter**.

 **NOTE:** There is an option that controls which fields are displayed on this screen. It is found in the Variable File. See the system manager if you wish to use this feature.


These instructions present all fields as if they had all been selected to display.

- 3 The computer displays:

DS02011C Add New Customer DIM11 DATA		Date mm/dd/yy
Rev10.0.18		Port 41
		Store 01
1.Cust No .000	2.Name	
3.Addr 1	4.Addr 2	
5.Addr 3	6.Zip	
7.Phone	8.Contact	
9.Tax No	10.A/R Group	0 11.A/R Type
12.Tax Type	13.Each Price (Y/N)	14.PO Required
15.Signature Req (Y/N)	16.Cust Has Jobs (Y/N)	17.Save History
18.Save Lien Info	19.Store Number	0 20.Rep Number
21.Price Level	0 22.Class	0 23.Credit Hold
24.Terms	0 25.Statement Day	0 26.Tax Code
27.Extra Code	0 28.Credit Limit	0 29.Bid Number
30.Open Date	31.Credit Limit Type	32.Statement Detail
33.Install Pmt	34.SSN #	35.Resale Price Level
36.Delivery Zone	37.Route Difficulty	38.Map Code
39.Ship To 1	40.Ship To 2	
41.Ship To 3	42.Builder's Club #	
43.Email	44.Cell Phone	
45.Message/Note 1		
46.Message/Note 2		
47.Message/Note 3		
<Esc>=End <F1>=Help <UpA>=New Job		

The cursor is at the first field, **1. Cust No**. From your list of customers (the A/R Load Form or whatever source you have for customer information), enter the for the customer you are setting up and press **Enter**.

- 4 Next, enter the customer name (**2. Name**).
- 5 Continue entering the rest of the information for the customer up through **9. Tax No**.

 **NOTE:** If you make a mistake during your entry on this screen, you can press **Esc** to back up one field. Re-type the information correctly.

To skip entering a field, press **Tab**. This will leave the information contained in the field unchanged.

- 6** Then enter . (period) and press **Enter**. This skips the remaining fields on the screen and asks at the bottom of the screen:

```

DS02011C      Add New Customer   DIM11 DATA                      Date mm/dd/yy
Rev10.0.18                                         Port 41
                                                Store 01

1.Cust No 65400.000                2.Name      Best Customer Inc.
3.Addr 1 456 Main Street           4.Addr 2    Suite 300
5.Addr 3 Anytown, USA              6.Zip       77777
7.Phone 222-333-4444              8.Contact   Fred M.
9.Tax No W77888                   10.A/R Group * 11.A/R Type
12.Tax Type                        13.Each Price (Y/N) 14.PO Required
15.Signature Req (Y/N)            16.Cust Has Jobs (Y/N) 17.Save History
18.Save Lien Info                 19.Store Number    0 20.Rep Number      0
21.Price Level                    22.Class           0 23.Credit Hold    0
24.Terms                          25.Statement Day   0 26.Tax Code       0
27.Extra Code                     28.Credit Limit    0 29.Bid Number
30.Open Date                      31.Credit Limit Type 32.Statement Detail
33.Install Pmt                    34.SSN #           35.Resale Price Level
36.Delivery Zone                  37.Route Difficulty 38.Map Code
39.Ship To 1                      40.Ship To 2
41.Ship To 3                      42.Builder's Club #
43.Email                          44.Cell Phone
45.Message/Note 1
46.Message/Note 2
47.Message/Note 3
Add Record <Y/N>?

```

Enter **Y** if the entry is correct so far. The computer adds this customer to the Customer Master File (CM1.D) and you will continue to Step 7 to add the Customer Misc. File information. Or enter **N** if the entry is not correct. The computer does not add this entry and you are returned to Step 3 (1. **Cust No**) to enter another customer record.

- 7** The computer displays the next screen:

```

DS020114A      Maintain Signatures DIM11 DATA                      Date mm/dd/yy
Rev9.0.4                                         Port 41
Customer : 65400.000 Best Customer Inc.        Store 01

1.      19.      37.
2.      20.      38.
3.      21.      39.
4.      22.      40.
5.      23.      41.
6.      24.      42.
7.      25.      43.
8.      26.      44.
9.      27.      45.
10.     28.      46.
11.     29.      47.
12.     30.      48.
13.     31.      49.
14.     32.      50.
15.     33.      51.
16.     34.      52.
17.     35.      53.
18.     36.      54.

Record Doesn't Exist - (A)dd Record (E)nd

```


This information comes from the Customer Misc. File (CM2.D). Enter **A** if you wish to add any signatures (names of customers who are authorized to make purchases for this customer). Or enter **E** to end this screen and continue to Step 8.

8 The computer displays the next screen:

DS02011C	Add New Customer	DIM11 DATA	Date mm/dd/yy
Rev10.0.18			Port 41
			Store 01
----- Credit Information -----			
1. Credit Contact _____			
2. Fax Number			
<Esc>=Quit    <Tab>=Next Field    (.)=End    <F1>=Help			

The cursor is positioned at 1. **Credit Contact**. Enter the credit contact name or press **Enter** to leave blank.

- 9 Then enter the fax number or press **Enter** to leave blank.
- 10 The computer adds the customer record to the Customer Misc. File (CM2.D) and returns you to Step 3 so you can enter the next customer.
- 11 When there are no more customers to be entered, press **Esc** at 1. **Cust No** to return to the previous menu.

 **NOTE:** For a complete listing of each field on this screen, see Appendix C. Field Definitions, Add New Customers.

## Changing Customer Information

If you need to change customer information entered up to this point, use the following procedure:

- 1 Return to the **A/R File Maintenance Menu**.
- 2 Select **2** for **Change Customers**.
- 3 Select **1** for **Customer Master File CM1.D**.
- 4 Select the customer you wish to change using the standard customer selection routine (see *Customer Inquiry* on page 129 for instructions on selecting customers). Or press **Esc** to end this process.
- 5 The computer displays the CM1.D information for the selected customer. You can do one of the following:

<b>(N)=Next Number</b>	Display the next customer in numerical order.
<b>(A)=Next Name</b>	Display the next customer in alphabetical order.
<b>(P)=Previous</b>	Display the previous customer in numerical order.
<b>(F)=Change By Field</b>	Select and change specific fields for the displayed customer. See Steps 6-11.
<b>(C)=Change</b>	Change all fields for the displayed customer. See Steps 12-15.
<b>&lt;Esc&gt;=Back to Customer</b>	Return to the previous screen to select another customer or end this process.

- 6 **(F)=Change By Field**. The computer asks:

Enter Field Number

Enter the field number you wish to change. For example if you want to change the phone number, enter **7**.

- 7 The cursor moves to the selected field. Enter the new value for this field and **Enter**.
- 8 Repeat Steps 6 and 7, entering field numbers and new values as many times as needed.
- 9 When done, press **Esc** at **Enter Field Number**.
- 10 The computer asks:

OK to Save Changes (Y/N)

Enter **Y** to save the changes you made or **N** to not save them.

- 11 Return to Step 5 to select another option.
- 12 **(C)=Change**. The cursor moves to field 2, **Name**. Enter the new value for this field and **Enter** to move to the next field. Or press **Tab** to go to the next field without changing the value.

**CAUTION:** Do not press **Enter** to move to the next field. This will erase the existing value in the current field.

- 13** Continue changing fields as needed for this customer. When done, you can press **Tab** through the remaining fields or enter . (period) and **Enter** to bypass the remaining fields and go to Step 14.

- 14** The computer asks:

OK to Save Changes (Y/N)

Enter **Y** to save the changes you made or **N** to not save them.

- 15** Return to Step 5 to select another option.



## Printing Customers

After entering the basic customer data, you should print a report showing your entries to check for accuracy. This is done through the **A/R Reports Menu**.

### 1 Return to the ACCOUNTS RECEIVABLE MENU:

DIM11 DATA	=== ACCOUNTS RECEIVABLE ===	11.0
1. File Inquiry 2. File Maintenance 3. A/R Reports 4. Cash Receipts 5. Other A/R Options 6. A/R Variable File 7. A/R Special Maintenance		

Enter **3** for **A/R Reports** and press **Enter**.

### 2 The computer displays the ACCOUNTS RECEIVABLE REPORTS MENU:

DIM11 DATA	=== ACCOUNTS RECEIVABLE REPORTS ===	11.0
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p><b>LISTS</b></p> <p>1. Name &amp; Address                2. Codes                3. Phone/Contact/Tax Exempt                4. Customer List/Fax Information                5. Ship To Address                6. Authorized Signatures                7. Messages                8. Customer Labels</p> <p><b>AGING REPORTS</b></p> <p>9. Traditional                10. Other Aging Formats                11. Customers Out of Balance</p> </div> <div style="width: 48%;"> <p><b>STATEMENT FORMATS</b></p> <p>12. Blank Paper                13. Form - Preprinted Heading                14. Form - Print Heading                15. Other Statement Formats</p> <p><b>CUSTOMER SALES REPORTS</b></p> <p>16. Profit Analysis                17. Sales Tax Receipt Report                18. Year to Date Information</p> <p><b>CREDIT INFO</b></p> <p>19. Credit Limit                20. Credit Hold                21. Credit Note Report                22. Credit Analysis &amp; Sales Report                23. History Reports                24. Mechanics Lien Report</p> </div> </div>		

Enter **1** for **Name & Address** and press **Enter**. Or you can enter **3** for **Phone/Contact/Tax Exempt** and press **Enter**. These reports contain different kinds of information.

- 3 If you selected 1, the computer displays the **Customer List--Name & Address** report screen:

DS02301	Customer List - Name & Addr	DIM11 DATA	Date mm/dd/yy
Rev10.0.1	STORE #1		Port 38
			Store 01
1. Input Parameters			
Order: 1)Number, 2)Name or 3)Zip		1	
Beginning Customer Number		.000	
Ending Customer Number		999999.999	
Store Number (0 = All)		0	
Print Job Accounts (Y/N)		Y	
Print Job Address (Y/N)		N	
Number of Copies		1	
Report Date		mmddyy	
Second Line of Data (Ph, Sman, etc.) (Y/N)		N	
Select Optional Field (Y/N)		N	
<Ent> = Print Report (E) = End (1) = Input Parameters			

- If you selected 3, the computer displays the **Customer List--Phone/Contact/Tax Exempt** report screen:

DS02303	Customer List - Phone,Contact,Tax-No	DIM11 DATA	DATE mm/dd/yy
Rev10.0.1			Port 38
			Store 01
1. Input Parameters			
Print 1) Numerically, 2) Alphabetically		1	
Beginning Customer		.000	
Ending Customer		999999.999	
Number of Copies		1	
Report Date		mmddyy	
Select Optional Field (Y/N)		N	
<Ent> = Print Report (E) = End (1) = Input Parameters			

Do not change any of the report parameters. Press **Enter** to print the report.

- 4 The computer asks where you wish to print the report:

Output Device (P,T,S,F,Port#):	Port No <UpA> = Search Port No
--------------------------------	--------------------------------

It will be easiest to check this report if you print it out on paper so press **P** and **Enter**. This will print the report on your system printer. Make sure it is turned on, the paper is loaded, and is ready to print.

- 5 Then the computer asks if you want to print in compressed print:

Compressed Print (Y/N):
-------------------------

Enter **Y** and press **Enter**. This will fit the report on 8-1/2x11" paper.

- 6 Then you can determine if you want to print the report in single, double, or triple spacing:

Report Spacing (1, 2, 3):

If you think you might need to make notes on the report as you check the information, print it double- or triple-spaced. Enter **2** and press **Enter**. Otherwise, you can print it single-spaced.

- 7 Wait while the report is printed. When it is finished, you are returned to Step 3 so you can end the report printing process. Enter **E** (for END) and press **Enter**.
- 8 You are returned to the **A/R REPORTS MENU**. Enter **E** and press **Enter** again to return to the **ACCOUNTS RECEIVABLE MENU**.
- 9 See below for sample reports.

### Sample Customer List--Name & Address

mm/dd/yy	CUSTOMER LIST - NAME & ADDRESS										STORE #1	DS02301
09:51:41	STORE : ALL											PAGE 0001
NUMBER	NAME	PHONE	ADDR1	C-HOLD	CLASS	SMAN	ADDR2	TXCD	INST	PYMT	ADDR3	ZIP
	CONTACT						PLVL	TERMS				
1.000	CASH SALES											
2.000	CASH SALES (RESALE)											
3.000	CASH SALES (NON PROFIT)											
100.000	STORE 1 TRANSFERS		ADDRESS 1				ADDRESS 2				ADDRESS 3	77777
150.000	ABC CONSTRUCTION						NORWALK, CT					
200.000	STORE 2 TRANSFERS											
300.000	STORE 3 TRANSFERS											
1010.000	F P S, INC. DBA BURGER KING	PO BOX 357									SOUTHAMPTON, MA	01073
1010.100	F P S OFFICE	123 MAIN ST.									SOUTHAMPTON, MA	01073
1010.101	F P S, INC. DBA BURGER KING	PO BOX 357									SOUTHAMPTON, MA	01073
1010.102	F P S, INC. DBA BURGER KING	PO BOX 357									SOUTHAMPTON, MA	01073
1010.700	F P S, INC. DBA BURGER KING	PO BOX 357									SOUTHAMPTON, MA	01073
1010.800	F P S, INC. DBA BURGER KING	PO BOX 357									SOUTHAMPTON, MA	01073
1010.998	F P S, INC. DBA BURGER KING	PO BOX 357									SOUTHAMPTON, MA	01073
1031.000	ANDERSON/MIKE	5144 KENSINGTON STREET					NORWALK, CT					84025
1031.001	ANDERSON/MIKE	5144 KENSINGTON STREET					NORWALK, CT					84025
1040.000	BECK STREET CONSTRUCTION	P.O. BOX 16325					NORWALK, CT					84116
1050.000	BONHAM/STAN	4410 SOUTH MAIN STREET					NORWALK, CT					84115

etc.

### Sample Customer List—Phone/Contact/Tax Exempt


mm/dd/yy	CUSTOMER LIST - PHONE, CONTACT, TAX NUMBER										DIM11 DATA	DS02303
09:55:45												PAGE 0001
NUMBER	NAME	PHONE	CONTACT	TAX NUMBER								
1.000	CASH SALES											
2.000	CASH SALES (RESALE)											
3.000	CASH SALES (NON PROFIT)											
100.000	STORE 1 TRANSFERS	888-999-1111	CONTACT FOR CUST 100									
150.000	ABC CONSTRUCTION											
200.000	STORE 2 TRANSFERS											
300.000	STORE 3 TRANSFERS											
1010.000	F P S, INC. DBA BURGER KING	1,4135277474										
1010.100	F P S OFFICE	413-527-7474										
1010.101	F P S, INC. DBA BURGER KING	413-527-7474										
1010.102	F P S, INC. DBA BURGER KING	413-527-7474										
1010.700	F P S, INC. DBA BURGER KING	413-527-7474										
1010.800	F P S, INC. DBA BURGER KING	413-527-7474										
1010.998	F P S, INC. DBA BURGER KING	413-527-7474										
1031.000	ANDERSON/MIKE	480-2311		123-45-6789								
1031.001	ANDERSON/MIKE	480-2311		123-45-6789								
1040.000	BECK STREET CONSTRUCTION	531-2698										
1050.000	BONHAM/STAN	262-2574	MARSHA REED									
1060.000	BRODERICK AND ZARBOCK PLUMBING	572-1258	JOHN ZARBOCK									
1070.000	CHRISTENSEN/DAVID	485-1187										
1080.000	CLASSY BUILDERS	254-0484	JANICE SMYTHE									
1080.899	CLASSY BUILDERS	254-0484	JANICE SMYTHE									
1080.900	CLASSY BUILDERS	254-0484	JANICE SMYTHE									
1090.000	CONSTRUCTION ADVISORS	583-8043	OLY BENNETT									

etc.

## Deleting Customers

---

If you wish to delete the customer and start over, use the following procedure.

 **IMPORTANT:** This method is not to be used once you start invoicing the customer accounts. It is to be used only in the start up phase of implementation.

- 1 Return to the **ACCOUNTS RECEIVABLE MENU**. Enter **2** for **File Maintenance**.
- 2 Select **3** for **Delete Customer from CM1 & CM2**.
- 3 The computer displays:

```
DS02402  Delete customer numbers  DIM11 DATA          Date mm/dd/yy
Rev10.0.2                                     Port  38
Customer      .000                           Store 01

      <Ent> = Next Customer
      <Esc> = End
```

The cursor is positioned at **Customer**. On the report, find the customer number that needs to be deleted and enter it. Press **Enter**.

- 4 The selected customer is displayed. The computer asks:

Delete Cust?

If this is the one you need to delete, enter **Y** and **Enter**. Or enter **N** and **Enter** if this is not the desired customer.

- 5 Repeat Steps 2 and 3 for each customer you need to delete. When you are done, press **Esc** at **Customer**. You are returned to the previous menu.
- 6 Add the customer(s) again. See **ADDING CUSTOMERS**.

## Values Worksheet

The Customer Master File (CM1.D) holds many fields associated with customer activity, which will eventually need to be set up to run certain parts of the Dimensions system. Even though there is a lot of information contained in this file, only certain fields need to be set up initially until you are ready to bring the inventory on line or wish to use more sophisticated features of the Accounts Receivable system. For now, you need to decide how you wish to handle the following fields. This will make the data you enter for your initial installation more meaningful. Each field is described below and you will be asked how you wish to handle it.

- A/R Groups
- Assigned Sales Rep Numbers
- Classes
- Price Levels
- Terms
- Tax Codes
- Credit Limits/Types

### A/R GROUPS

A/R groups control how the General Ledger balance sheet is posted. Each customer is assigned an A/R group code (1-4). Then the A/R group code determines which asset account to post as transactions are updated.

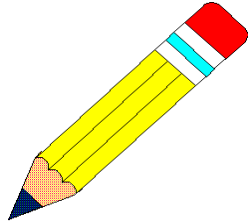
The standard G/L chart of accounts is set up for the following A/R groups. Make any changes as needed.

A/R Group #	G/L Acct #	Account Description
1	1210.00	Accounts Receivable - Trade
2	1220.00	Accounts Receivable - Other
3	1230.00	Accounts Receivable - Employees
4	1240.00	Accounts Receivable - Affiliated Company

If no special groupings are required, assign A/R group 1 to all customers.

### ASSIGNED SALES REP NUMBERS


Do you pay commissions to salesmen based on customer purchases or do you have salesmen who perform outside sales functions? If so, you will need to assign each customer an assigned sales rep number. Assigned sales rep numbers are set up in the Variable File for Sales, Descriptions. If you have already set them up, fill in the blanks below. If not, write down all names that could possibly be assigned to customer accounts. The computer can handle up to 99 assigned salesmen. You can use the whole name, initials, first initial/last name, or any other system you wish. See below for examples:



**List my assigned sales reps here.**

[illegible]

If you do not wish to keep track of assigned salesmen, enter **1** as the "House Account" for all customers.

 **NOTE:** An assigned sales rep is different from a written by sales rep. Each time a transaction is entered at POS, you also enter a written by sales rep code, indicating the person who entered or completed the transaction. The computer stores the sales information for both assigned and written by salesmen. This information is printed on sales analysis reports. The computer allows up to 255 written by sales rep numbers. See Chapter 8, Point of Sale (POS), for more information on setting up written by sales rep.

CLASSES	
---------	--

These are the different customer classes you have. You can have up to 99 customer classes. The computer uses customer class information for sales analysis. Categorize the type of customers you normally do business with. Usually pricing strategies are matched to customer classes.

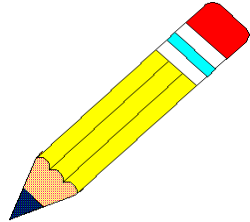
Common classes are:

Retail  
 Level I Contractors (small)  
 Level II Contractors (medium)  
 Level III Contractors (large)  
 Government  
 Wholesale only

Other kinds of classes are:

Painters  
 Drywallers  
 Framers  
 Home builders

Each class will be assigned a class number (1-99).



**List my customer classes here.**

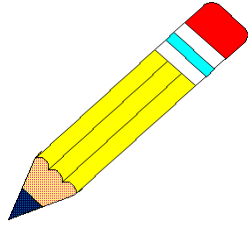
Class #	Description
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

If you need more space, use another sheet of paper.

<b>PRICE LEVELS</b>
---------------------

Along with customer classes, you need to determine how to handle price levels. You will most likely want to coordinate the customer class and price level. First, look at the way you do business. Are you a retail store? Do you sell to contractors? Can the contractors be categorized based on how much business they do with you? Do you have government accounts?

Price levels come into play when you have the inventory set up and are generating invoices at POS. The computer can handle up to 99 different price levels for each inventory item. Normal price levels are numbered 1-9. Special and less common price levels are numbered 10-99 and are set up in a price matrix. For now, take your customer classes as entered above and describe your pricing policies for each. A few examples are included to get you started.



**List my price levels here.**

[illegible]

 **NOTE:** More information on pricing can be found in Chapter 5, Inventory.

## TERMS

These are the terms you extend to your customers for prompt payment such as 2% 10th, Net 30, COD, etc. You can have up to 99 different types of terms depending on your company policies. Each type of terms is assigned a code number (called “terms code”) and the specifications highlighted below.



DSVM0201	A/R Terms Information	DIM11 DATA	Date mm/dd/yy
Rev10.0.1			Port 36
			Store 01
1. Store Number	1	PROMPT PAYMENT DISCOUNTS:	
2. Terms Number (1-99)	0	16. Discount Date/Days	
3. Description		17. Discount % (#1)	
4. Description for Invoice		18. Discount Limit (#1)	
5. Due Date/Days		19. Discount % (#2)	
		20. Discount Limit (#2)	
		21. Print Discount on Invoice	
		FINANCE CHARGES:	
6. Finance Charge Code			
7. Monthly Finance Charge % (#1)		REVOLVING ACCOUNTS:	
8. Dollar Limit for FC% (#1)		22. Revolving # of Payments	
9. Monthly Finance Charge % (#2)		23. Minimum Payment	
10. Dollar Limit for FC% (#2)			
11. Monthly Finance Charge % (#3)		OTHER:	
12. Minimum Finance Charge		24. Auto Line Discount %	
13. Minimum Past Due		25. Allow Spiff Pricing	
14. Charge FC if Payment Recvd (Y/N)		26. Customer Return Hold #(0-99)	
15. Calculate FC on Fin Charges (Y/N)		27. Special Flag	
		28. Volume Discount Code (0-99)	
		29. Vol Disc on Discbl Amt (Y/N)	

There are additional features of the terms code but this is the minimum information required for your initial installation. Terms codes are set up in the Variable File for A/R, Terms Information. If you have no established policy on terms, now is the time to implement one. You probably don't want to have a lot of terms. Four or five should be adequate.

#### Description

This description can be up to 15 characters long. For example: **2% 10th, Net 30, Net 30th, COD**. A terms description will be printed on invoices generated at POS (Point of Sale).

#### Due Date/Days

When a customer makes a purchase, an invoice is generated at POS. It is assigned an invoice date (date of transaction) and a due date based on this field. The aging used for aging reports, finance charge calculation, and statements is calculated based on the due date of an invoice. There are 2 ways to use the due date:

- Enter the actual date the invoices are due. If invoices are due on the 10th of every month, enter **mm10yy** where **mm**=month and **yy**=year. For example, if you are entering invoices in July, the due date will be August 10th. Enter **081094**. During month end processing, this due date is automatically changed to the next month (in this case **091094**).
- Enter the number of days after the invoice date that this invoice is due (i.e., **30** which means 30 days from the invoice date). For example, if the invoice date is Jun 17, the invoice is due on July 17.



#### Do I charge finance charges on overdue accounts?

If yes, you will need to define the next 2 fields for the finance charge calculation. If no, skip the next 2 fields.

**Finance Charge Code**

How many days past due will finance charges be calculated? This is the number of days past the due date. Each range of days is assigned a code:

0 = no F/C  
 1 = 1-30  
 2 = 31-60  
 3 = 61-90  
 4 = 91 & over

Finance charge calculations are done during month end processing.

DUE DATE	# DAYS PAST DUE	MONTH END PROCESSING DATE	FINANCE CHARGE CALCULATED?
July 10	1-30	July 31	Yes
July 10	31-60	July 31	No
July 10	31-60	Aug 31	Yes

If a finance charge is calculated, it is added to the customer's account as a separate transaction.

**Monthly Finance Charge %**

How much do you charge monthly for a finance charge? This is a percentage of the customer's overdue balance. For example, 1.5% or 2%.

**Do I allow a discount for prompt payment?**

If yes, you will need to define the next 2 fields for the discount calculation. If no, skip the next 2 fields.

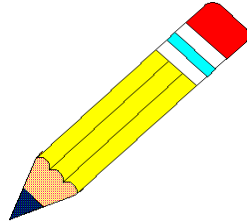
**Discount Date/Days**

When must the customer pay the invoice to receive a prompt payment discount? This discount date will be printed on the invoice and the statement for the customer's information. You also have the option of printing the discount amount as well. There are 2 ways to use the discount date:

- Enter the actual date through which the discount is available. If discounts are allowed through the 5th of every month, enter **mm05yy** where **mm**=month and **yy**=year. For example, if you are entering invoices in July, the discount date will be August 5th. Enter **080501**. During month end processing, this due date is automatically changed to the next month (in this case **090501**).
- Enter the number of days after the invoice date through which a prompt payment discount is allowed (i.e., 10 which means 10 days from the invoice date). For example if the invoice date is June 17, the discount date is June 27.

**Discount %**

What is the percentage of discount allowed for prompt payment? The computer uses this percentage to calculate the discount amount on invoices generated at POS. It can be printed on the invoice along with the discount date, if desired. If the terms are net, enter zero.



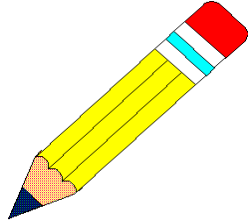
**Use the following worksheet to define my terms.**

If you need more room, use another sheet of paper. A few examples of common terms are listed for you.

Description	Due Date/Days	FC Code	Monthly FC%	Discount Date/Days	Discount%
Net 30	30	--	--	--	--
2% 10th, Net 30th	073093	1	1.5	071094	2
2% 10, Net 30	30	1	2	10	2
NET-COD	0	--	--	--	--

<b>TAX CODES</b>
------------------

These are the different ways you handle sales tax. Tax codes include both taxable and non-taxable classes. The computer can handle up to 999 different tax codes. It uses taxable and non-taxable data for sales analysis purposes. For now, describe the different ways your business has to deal with sales tax. A few examples are given to get you started.



List my tax codes here.

Tax Code #	Class	Tax Description	Tax %
1	Retail	6.25% State Sales Tax	6.25
2	Level I contractors	Resale (requires exemption certificate)	0
3	Government	No need to explain	0
4	Wholesale only	Resale (requires exemption certification)	0
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

#### CREDIT LIMITS/TYPES

Each charge customer should have an established credit limit. If you have not implemented a credit limit policy in the past, now is the time to start. Credit management is an integral part of A/R management. Credit limits are entered as whole dollars up to \$9,999,999. For example, **1000** or **5000** (do not use commas). If a customer exceeds their credit limit at POS, a message is displayed on the screen and the transaction cannot continue until the situation is fixed (either by obtaining a credit limit release code from the system manager or credit manager or by changing the transaction to a cash transaction instead of charge).

If a customer has no credit, make the credit limit=1 (for \$1.00).

**CAUTION:** If you do not specify an amount for a credit limit, the computer interprets that as unlimited credit. Be sure to be thorough when assigning credit limits.

In conjunction with a credit limit, each customer is also assigned a credit limit type. The credit limit type indicates what balances to use when calculating the available credit.

- T** = Total jobs + on order + account balance. Can be used on the main account of a customer with jobs.  
**J** = Total jobs (no on order) + account balance.  
**O** = On order (no total jobs) + account balance.  
Others = Account balance only (no jobs and no on order).

### A/R Values Load Form

Now that you have determined the key values used for customer information, you can begin filling out the A/R Values Load Form. Use the form found on the next page and make several copies. Fill out the forms. It is recommended you do this in customer number order. You will use these forms to enter the information into the computer. Or if you are coming from a previous computer system, print out your customer lists and make notations of any needed changes and modifications.

## A/R VALUES LOAD FORM

[illegible]

Page \_\_\_\_\_

## Entering Values for Customers

Now you are ready to enter the values from the worksheet for customers on the computer. There are 2 tools to help you do this-- **Change Selected Fields CM1.D** and **Change Fields W/Range CM1**.

### Change Selected Fields CM1.D

This method allows you to select the fields you want to change in the Customer Master File (CM1.D), then pull up customers one at a time or automatically select the next customer (in numerical order), and then change only the fields you selected. This is helpful because you are not entering every field in this file yet.

### Change Fields W/Range CM1

This method allows you to change customer data by selecting a range of customers and the field and its value to place in that field for all selected customers. You probably have many customers who have the same values. For example, you might not be tracking assigned sales rep so every customer is given assigned sales rep number 1. Or most of your customers are retail and so are charged state sales tax. These customers are assigned the same sales tax code. Even if all your customers are not the same sales tax code, you could use this process to add a sales tax code for all customers and then go back and change the accounts which are exceptions by either changing selected fields or changing the customer (see Change Selected Fields above or Changing Customer Information). This method is a very quick way of adding information to the customer file.

See the procedures below for each method.

### **CHANGE SELECTED FIELDS CM1.D**

- 1 From the **Accounts Receivable Menu**, select **2** for **File Maintenance**.
- 2 Select **2** for **Change Customers**.
- 3 Select **3** for **Change Selected Fields CM1.D**.
- 4 Choose the method of adjustment:
  - **1=Manually Select Each Customer.** Allows you to select each customer to be changed, one at a time.
  - **2=Automatically Select Next Customer in NUMBER Order.** Allows you to select the first customer to be changed and then the computer will automatically select the next customer to change, in numerical order one at a time. If your A/R Values Load Form is filled out in customer number order, use this method. Your entries will go much faster.
  - **3=Automatically Select Next Customer in NAME Order.** Same as option 2 except uses customer name order.
  - **E=END.** End this program and return to the previous menu.

## 5 Then the computer displays:

DS02502    Change Select CM1.D Flds    DIM11 DATA		Date mm/dd/yy
Rev10.0.1		Port 38
		Store 01
[ ] 3. Address 1	[ ] 4. Address 2	[ ] 5. Address 3
[ ] 6. Zip Code	[ ] 7. Phone Number	[ ] 8. Contact
[ ] 9. Tax Exempt Number	[ ] 10. AR Group	[ ] 11. AR Type
[ ] 12. Tax Type	[ ] 13. Each Pricing	[ ] 14. PO Required
[ ] 15. Signature Required	[ ] 16. Cust has Jobs	[ ] 17. Save Cust History
[ ] 18. Save Lien Info	[ ] 19. Store Number	[ ] 20. Salesman Number
[ ] 21. Price Level	[ ] 22. Class	[ ] 23. Credit Hold
[ ] 24. Terms	[ ] 25. Statement Day	[ ] 26. Tax Code
[ ] 27. Extra Code	[ ] 28. Credit Limit	[ ] 29. Bid Number
[ ] 30. Open Date	[ ] 59. Credit Lim Type	[ ] 63. Detail w/Statement
[ ] 66. Installment Pymnt	[ ] 67. Temporary Terms	[ ] 70. Resale Price Level

Put an 'X' in the fields you wish to change.  
Hit <Up Arrow> if you are finished selecting fields.

Enter an X in the fields you wish to change. If you are changing all the fields on the A/R Values Load form, put an X in the following fields:

- 10. AR GROUP
- 20. SALES REP NUMBER
- 21. PRICE LEVEL
- 22. CLASS
- 24. TERMS
- 26. TAX CODE
- 28. CREDIT LIMIT
- 59. CREDIT LIMIT TYPES

To skip a field, press **Enter**. To go back a field, press **Esc**. When you are done selecting fields, press up arrow (▲).

## 6 Select the customer you wish to change.

## 7 The computer displays the selected customer along with the first field to be changed. Enter one of the following options:

- Value for the requested field and **Enter**.
- Up arrow (▲) to accept the previous value for this field from a prior customer record. (On the first customer, the "previous value" will be -0-.)
- **Enter** to accept the current displayed value.
- SPACE + **Enter** to clear the value in this field.
- **Esc** to not change the customer and return to Step 5.

## 8 The next field to be changed is displayed. Make changes as instructed in Step 7. Repeat until all fields for the customer have been displayed.

## 9 Then you can select the next customer to change if you are selecting manually. Or if the computer is automatically selecting the next customer, it will be displayed.

10 Repeat Steps 6-9 for all customers needing changes. If you do not wish to change any more customers, press **Esc** until you return to the **Accounts Receivable Menu**.11 If you wish, print report #3, Phone/Contact/Tax Exempt, from the **A/R Reports Menu** to give your work a final check.



### CHANGE FIELDS W/RANGE CM1.D

**BEFORE YOU BEGIN:** You must use a password with a user level high enough to access this program. See the system manager.

- 1 From the **Accounts Receivable Menu**, select **7** for **A/R Special Maintenance**.
- 2 Select **2** for **Change Fields W/Range CM1**.
- 3 The computer displays:

```

DS02501      Change by Field (CM1.D)      DIM11 DATA      Date mm/dd/yy
Rev9.0.2                                           Port 39
                                           Store 01

1.  Input Parameters:

      Beginning Cust No          .000
      Ending   Cust No          999999.999
      Select Optional Fields (Y/N)      N
      Field Number to Change(3-67,70)

```

Enter the **Beginning Cust No** of the range you wish to change. Or **Tab** to start with the first customer in the file.

- 4 Enter the **Ending Cust No** of the range you wish to change. Or **Tab** to pick up all remaining customers in the file.
- 5 At **Select Optional Fields (Y/N)**, enter **N**. You will not be using this feature at this time.
- 6 At **Field Number to Change (3-67,70)**, the computer displays the list of valid fields:

```

DS02501      Change by Field (CM1.D)      DIM11 DATA      Date mm/dd/yy
Rev9.0.2                                           Port 39
                                           Store 01

1.  Input Parameters:

      Beginning Cust No          1010.000
      Ending   Cust No          1010.000
      Select Optional Fields (Y/N)      N
      Field Number to Change(3-67,70)    0

+-----+-----+-----+
| 3-Address 1      | 14-PO Required (Y/N) | 25-Statement Day (0-31) |
| 4-Address 2      | 15-Signature Required | 26-Tax Code (1-999)    |
| 5-Address 3      | 16-Cust. Has Jobs (Y/N) | 27-Extra Code (0-99)   |
| 6-Zip Code       | 17-Save Group Hist(Y/N) | 28-Credit Limit        |
| 7-Phone          | 18-Save Lien Info (Y/N) | 29-Bid Number          |
| 8-Contact        | 19-Store Number (1-255) | 30-Open Date (MMDDYY)  |
| 9-Tax Exempt Number | 20-Salesman Number    | 31-Last Pay Dt (MMDDYY) |
| 10-AR Group (1-4) | 21-Price Level (1-99)  | 32-Last Pur Dt (MMDDYY) |
| 11-AR Type(B,O,R) | 22-Class (1-99)       | 33-Lien Date (MMDDYY)  |
| 12-TAX Type (R,S) | 23-Credit Hold (0-99)  | 34-Lien Invoice         |
| 13-Each Pricing (Y/N) | 24-Terms (1-99)      | 35-High Bal Dt (MMDDYY) |
+-----+-----+-----+

<UpA>= View Additional Fields

```

You can press the up arrow to view more fields. Since the Values Worksheet only deals with 8 values, enter a number from the following list:

- 10 A/R Group (1-4)
- 20 Assigned Sales Rep Number
- 21 Price Level (1-99)
- 22 Class (1-99)
- 24 Terms (1-99)
- 26 Tax Code (1-999)
- 28 Credit Limit
- 59 Credit Limit Type

The corresponding field description is displayed. Make sure you entered the correct field number. If not, press **Esc** and enter it correctly.

- 7 At **New Value**, enter the new information you wish to place in that field for all customers within the range. If you selected field 26 for **Tax Code**, enter the tax code number to be given to all selected customers. Or press **Tab** to leave the information in this field unchanged.
- 8 Repeat Steps 6 and 7 for as many fields and values you wish to change.
- 9 Press **Esc** at **Field Number to Change** when you are done selecting.
- 10 The computer displays:

DS02501	Change by Field (CM1.D)	DIM11 DATA	Date mm/dd/yy
Rev9.0.2			Port 39
			Store 01
1. Input Parameters:			
Beginning Cust No	1010.000		
Ending Cust No	1050.000		
Select Optional Fields (Y/N)	N		
Field Number to Change(3-67,70)	27	Extra Code (0-99)	
Beginning Customer:	1010.000	F P S, INC. DBA BURGER KING	
Ending Customer:	1050.000	BONHAM/STAN	
This program will replace fields in CM1.D with the following values:			
Extra Code (0-99)	5		
Are you sure you want to proceed (YES/NO)?			

To begin the process, you must enter **YES** and press **Enter**. See Step 11. Or if you do not wish to continue, enter **NO** and press **Enter**. You are returned to the previous menu.

- 11 After entering **YES**, the computer begins the change process and displays:

***Now replacing fields ---PLEASE WAIT ***
--

When completed, the computer returns you to Step 3 (**Beginning Cust No**) to enter another range of customers to change. Or press **Esc** to end this process and return to the previous menu.

## Entering Variable File Information

Before “going live” and doing the A/R cutover process, check the following Variable File information to make sure it is correct. There is A/R information from the following Variable File options:

- Terms Information
- Statement Information
- Descriptions
- G/L Integration
- Miscellaneous Codes

## Getting into the Variable File

- 1 From the **ACCOUNTS RECEIVABLE MENU**, select **6** for **A/R Variable File**.
- 2 The computer displays the **A/R Variable File Maintenance Menu**:

DSVM0200	A/R Variable Maintenance	DIM11 DATA	Date mm/dd/yy
Rev7.0.100			Port 39
			Store 01

Choose A/R Variable File Maintenance Menu:

1. Terms Information
2. Statement Information
3. Special Pricing
4. Descriptions
5. Transaction Numbers
6. G/L Integration
7. Miscellaneous Codes
8. Password Account Options
9. Reports

<Esc>=End

From this menu you can do the following:

- |                          |                  |
|--------------------------|------------------|
| 1. Terms Information     | See Steps 3-8.   |
| 2. Statement Information | See Steps 9-19.  |
| 4. Descriptions          | See Steps 20-46. |
| 6. G/L Integration       | See Steps 47-56. |
| 7. Miscellaneous Codes   | See Steps 57-64. |

### Steps 3-8: TERMS INFORMATION


- 3 Select **1** for **Terms Information**.

## 4 The computer displays the terms information screen:

DSVM0201 A/R Terms Information		DIM11 DATA		Date mm/dd/yy	
Rev10.0.1				Port 39	
				Store 01	
1. Store Number	1	PROMPT PAYMENT DISCOUNTS:			
2. Terms Number (1-99)	0	16. Discount Date/Days			
3. Description		17. Discount % (#1)			
4. Description for Invoice		18. Discount Limit (#1)			
5. Due Date/Days		19. Discount % (#2)			
		20. Discount Limit (#2)			
		21. Print Discount on Invoice			
FINANCE CHARGES:					
6. Finance Charge Code		REVOLVING ACCOUNTS:			
7. Monthly Finance Charge % (#1)		22. Revolving # of Payments			
8. Dollar Limit for FC% (#1)		23. Minimum Payment			
9. Monthly Finance Charge % (#2)					
10. Dollar Limit for FC% (#2)		OTHER:			
11. Monthly Finance Charge % (#3)		24. Auto Line Discount %			
12. Minimum Finance Charge		25. Allow Spiff Pricing			
13. Minimum Past Due		26. Customer Return Hold # (0-99)			
14. Charge FC if Payment Recvd (Y/N)		27. Special Flag			
15. Calculate FC on Fin Charges (Y/N)		28. Volume Discount Code (0-99)			
		29. Vol Disc on Discbl Amt (Y/N)			

The cursor is positioned at **2. Terms Number (1-99)**. Check the store number in field 1. If it is correct, continue to Step 5. If it is incorrect, press **Esc** to back up 1 field to change it.

## 5 Enter the number of the terms code you wish to add or view.

 **NOTE:** Using the terms table filled out on page 91, assign each type of terms a number from 1-99.

## 6 If you are adding a new terms code, the computer displays:

Record Doesn't Exist - (A)dd Record (V)iew Next Record (E)nd

Enter **A** to add this record and continue by entering the following fields. If you are viewing an existing terms code, the computer fills in the entries for the selected store and terms code. Make sure the responses are correct for the following fields. Use **C** for **Change** or **F** for **Change by Field**.

**CAUTION:** Not all fields are used at this stage of getting the A/R module started. Press **Tab** to bypass a field. Press **Esc** to back up one field.

- |   |  |
|---|--|
| <b>3. Description</b>                   | Enter the terms description for this terms code as you wish it to print on invoices (see page 89).   |
| <b>5. Due Date/Days</b>                 | Enter either the actual due date (mmddyy) <u>or</u> the number of days from the invoice date (see page 89).  |
| <b>6. Finance Charge Code</b>           | Enter the finance charge code (0-5) for this terms code (see page 90).   |
| <b>7. Monthly Finance Charge % (#1)</b> | Enter the finance charge percent to be charged on the customer's overdue balance. This calculation is made during the month end process (see page 90). |
| <b>16. Discount Date/Days</b>           | Enter either the actual discount date (mmddyy) <u>or</u> the number of days from the invoice date (see page 90).                                       |
| <b>17. Discount % (#1)</b>              | Enter the discount percent for the prompt pay discount calculation (see page 91).  |

- 7 After changing the entries, the computer asks:

Save Changes <Y/N>?

Enter **Y** if all entries are correct. Or enter **N** to not make the changes. You can also change this entry for all stores.

- 8 If needed, check the entries for other stores. Repeat Steps 5-6, entering the appropriate store number. After verifying these fields, press **Esc** twice to return to the **A/R Variable File Maintenance Menu**.

#### Steps 9-19: STATEMENT INFORMATION

- 9 From the **A/R Variable File Maintenance Menu**, select **2** for **Statement Information**.
- 10 Check the store number. Change if needed (select 98, enter the correct store number).
- 10 Select **1** for **A/R Statement Messages**.
- 12 The computer displays the A/R Statement Messages screen with entries for the current store:

```

DSVM0202    A/R Statement Messages    DIM11 DATA    Date mm/dd/yy
Rev11.0.3                                     Port  38
                                                Store 01

  1. Statement Message Lines for Current Accounts:
      THANK YOU FOR YOUR PAYMENT.
      THANK YOU.  THANK YOU.  THANK YOU.

  2. Statement Message Lines for 1-30 Days Past Due Accounts:
      YOUR ACCOUNT IS NOW PAST DUE.  IF THERE IS A
      PROBLEM, PLEASE CONTACT OUR OFFICE IMMEDIATELY.

  3. Statement Message Lines for 31-60 Days Past Due Accounts:
      YOUR ACCOUNT IS PAST DUE!!
      PLEASE PAY IMMEDIATELY TO PROTECT YOUR CREDIT
      RATING.

  4. Statement Message Lines for 61-90 Days Past Due Accounts:
      YOUR ACCOUNT IS SERIOUSLY PAST DUE.
      IF NO PAYMENT IS RECEIVED AND WE DON'T HEAR FROM
      YOU, WE WILL TURN YOUR ACCOUNT OVER FOR COLLECTION.

  5. Statement Message Lines for 91+ Days Past Due Accounts:
      YOUR ACCOUNT IS CLOSED AND BEING TURNED OVER
      FOR COLLECTION.

(C)hange  (D)elete  Change by (F)ield  (E)nd

```

Make sure the messages are correct to be printed on statements. Enter **C** for **Change**.

- 13 The cursor moves to the first message. You have the following options:
- Retype the desired message. Press **Enter** at the each of line. Each category can have up to 3 lines of 51 characters each.
  - Press **Tab** to leave the line unchanged.
  - Press **Esc** to back up one line. If you press **Esc** at the first line, you are returned to the previous menu.
- 14 After you change the entries, the computer asks:

Save Changes <Y/N>?

Enter **Y** if all entries are correct. Or enter **N** to not make the changes. You can also change this entry for all stores. After reviewing or changing statement messages, select **E** for **End** and return to the **A/R Statement Information Menu**.

15 Select 2 for A/R Statement Options.

16 The computer displays the A/R Statement Options screen with entries for the current store:

DSVM0202 Rev11.0.3	A/R Statement Options	DIM11 DATA	Date mm/dd/yy Port 38 Store 01
1. Print Discount Amount and Message on Statements		Y	
Discount Message:			
DISCOUNT MAY BE DEDUCTED IF PAID WITHIN_			
2. Print Due Dates on Statements (Y/N)		Y	
3. Optional Statement Late Charge Descriptions:			
Account Summary Area		FIN CHG	
Invoice Detail Lines		F/CHG	
4. Statement Detail Program			
<Esc>=Go Back One Field    <Tab>=Go Forward One Field    (.)=End    <F1>=Help			

Make sure the responses are correct for these fields.

**1. Print Discount Amount and Message on Statements (Y/N)**    **Y** = Print discount amount (MTD statement discounts) and discount message on A/R statements. The discount message can also be entered:

**Discount Message:**

This message is printed on statements following the calculated discount amount. For example: **DISC ALLOWED FOR PAYMENT WITHIN TERMS**. Enter up to 40 characters to be printed on statements.

**N** = Do not print the discount amount and discount message.

**2. Print Due Dates on Statements (Y/N)**    **Y** = Do not print the due date of each transaction on the customer statement

**N** = Print the due date of each transaction on the customer statement.

**3. Optional Statement Late Charge Descriptions**    **Account Summary Area**  
Enter up to 8 characters (including spaces) for the late charge description printed in the account summary area of the statement. For example: FIN CHG, SRVC CHG, LATE CHG.

**Invoice Detail Lines**

Enter up to 5 characters (including spaces) for the late charge description printed in the invoice detail area of the statement. For example: F/C, S.C., LATE. This description also appears in the recap of aging printed below the detail lines on the statement.

- 17 After making the entries, the computer asks:

Save Changes <Y/N>?

Enter **Y** if all entries are correct. Or enter **N** to not make the changes. You can also save the changes to all stores.

- 18 If needed, check the entries for other stores. Return to the **A/R Statement Information Menu**. Repeat Steps 15-17, entering the appropriate store number.
- 19 After verifying these fields, return to the **A/R Variable File Maintenance Menu**.

#### Steps 20-46: DESCRIPTIONS

Customer Classes	Steps 20-28.
Credit Holds	Steps 29-35.
Assigned Salesmen	Steps 36-46.

- 20 From the **A/R Variable File Maintenance Menu**, select **4** for **Descriptions**.
- 21 Check the store number. Change if needed (select 98, enter the correct store number).

### CUSTOMER CLASSES

- 22 Select **1** for **Customer Class Descriptions**.
- 23 The computer displays the Customer Class Descriptions screen.

```

DSVM0203      Customer Class Descriptions      DIM11 DATA      Date mm/dd/yy
Rev7.0.50
                                                    Port  39
                                                    Store 01

+-----+
| 1. Customer Class Number (1-99)          0 |
| 2. Description                          |
| 3. Alternate Customer Class for Direct Sales |
+-----+

Last Used Customer Class Number:  99

<Esc>=End      <F1>=Help

```

The cursor is positioned at **1. Customer Class Number (1-99)**. If there are some customer classes entered already, the last used number is also displayed. Enter the customer class number you wish to add or change.

- 24 If you entered an existing class number, the computer displays the description and asks:

```
(C)hange      (D)elete      (N)ext      (P)revious      (E)nd
```

You have the following options:

(C)hange	Allows you to change the displayed customer class.
(D)elete	Allows you to delete the displayed customer class.
(N)ext	Displays the next customer class number.
(P)revious	Displays the previous customer class number.
(E)nd	Ends this option and returns to the previous menu.

- 25 Fill in the following field:

2. Description:	Enter up to 28 characters for the customer class description. This description will appear on day end reports and G/L postings.
3. Alternate Customer: Class for Direct Sales	Press <b>Tab</b> to bypass. You will not set up the field at this time.

- 26 Then the computer asks if you wish to add or change the entry. Enter **Y** if the information is correct and you wish to add it. Or enter **N** to not add it. You can also change the information for all stores.
- 27 Repeat Steps 23-26 for each customer class to be entered.
- 28 Press **Esc** at **Customer Class Number** when done. You are returned to the **A/R Descriptions Menu**.

### CREDIT HOLDS

- 29 Select **2** for **Credit Hold Descriptions**.
- 30 The computer displays the Credit Hold Descriptions screen.

```

DSVM0203      Credit Hold Descriptions      DIM11 DATA      Date mm/dd/yy
Rev7.0.50
                                           Port 39
                                           Store 01

+-----+
| 1. Credit Hold Number (1-99)          0 |
| 2. Description                        |
+-----+

                Last Used Credit Hold Number: 90


<Esc>=End      <F1>=Help

```

The cursor is positioned at **1. Credit Hold Number (1-99)**. If there are some credit hold descriptions entered already, the last used number is also displayed. Enter the credit hold number you wish to add or change.



When a customer is placed on credit hold, credit is denied at POS until either released by a credit manager or system manager or paid by cash. Credit hold management is done through A/R File Inquiry. You can have up to 99 different reasons for credit hold. Each is assigned a number from 1-99 and given a description.

 **NOTE:** Credit hold 99 is used for closed jobs. A customer with credit hold 99 will not be displayed in the customer job search.

- 31 If you entered an existing credit hold number, the computer asks:

(C)hange      (D)elete      (N)ext      (P)revious      (E)nd

You have the following options:

- |            |  |
|------------|--|
| (C)hange   | Allows you to change the displayed credit hold.    |
| (D)elete   | Allows you to delete the displayed credit hold.    |
| (N)ext     | Displays the next credit hold number.              |
| (P)revious | Displays the previous credit hold number.          |
| (E)nd      | Ends this option and returns to the previous menu. |

- 32 Fill in the following field:

2. Description: Enter up to 28 characters for the credit hold description. This description will appear at POS when a customer with this credit hold is selected.

- 33 Then the computer asks if you wish to add or change the entry. Enter **Y** if the information is correct and you wish to add it. Or enter **N** to not add it.

- 34 Repeat Steps 30-33 for each credit hold description to be entered.

- 35 Press **Esc** at **Credit Hold Number** when done. You are returned to the **A/R Descriptions Menu**.

### ASSIGNED SALES REP

- 36 Assigned sales rep descriptions are set up in the Variable File for Sales. Press **Esc** until you see the **DIMENSIONS MAIN MENU**.

- 37 Select **1** for **Sales** then **7** for **Sales Variable File**.

- 38 Select **5** for **Descriptions**. The computer displays the **Sales Descriptions Menu**:

```

DSVM0105   Sales Descriptions   DIM11 DATA   Date mm/dd/yy
Rev11.0.2                                     Port  38
                                                Store 01

      Store Number           1

      Choose Selection:
      +-----+
      | 1. Payment Methods   |
      | 2. Rep Number Descriptions |
      | 3. POS Additional Fields |
      | 98. Change Store     |
      +-----+

<Esc>=End

```

Select **2** for **Rep Number Descriptions**.

- 39 The computer displays the Rep Number Descriptions screen.

DS04500	Maintain Rep Numbers	DIM11 DATA	Date mm/dd/yy
Rev11.0.5			Port 38
			Store 01

1. Store Number	1	+-----Rep Type-----+
2. Rep Type		1 = Assigned Salesperson
3. Rep Number (1-9999)		2 = POS/PO Written By
4. Rep Name		3 = Delivered By
5. Alternate Rep Number for Directs		4 = Loaded By
		5 = Checked By
		6 = Truck By
		7 = PO Received By

Scroll / Select - Rep Type    <Esc> to Change Store

From the displayed list, select **1** for Assigned Salesperson to add or maintain.

- 40 The computer continues with the entry process by asking for the rep number you wish to enter. For example:

DS04500	Maintain Rep Numbers	DIM11 DATA	Date mm/dd/yy
Rev11.0.5			Port 38
			Store 01

1. Store Number	1	
2. Rep Type	1	Assigned Salesperson
3. Rep Number (1-9999)	0	←
4. Rep Name		
5. Alternate Rep Number for Directs		

<Esc>=Go Back One Field    <Tab>=Go Forward One Field    <F1>=Help

Enter the assigned rep number you wish to enter, change, or delete. You can enter up to four digits.

- 41 If the rep number already exists, the computer displays the rep name and asks at the bottom of the screen:

(C)hange	(D)elete	(N)ext	(P)revious	(E)nd
----------	----------	--------	------------	-------

Use normal Variable File maintenance procedures for changing the rep number. Or if the rep number does not already exist, the program continues by displaying:

Record Doesn't Exist -	(A)dd Record	(V)iew Next Record	(E)nd
------------------------	--------------	--------------------	-------

Enter **A** if you wish to add a new record. (Or enter **V** if you wish to view the next record in the REP.D file.)

## 42 The program continues by asking for the Rep Name:

```

DS04500      Maintain Rep Numbers      DIM11 DATA      Date mm/dd/yy
Rev11.0.5                                     Port  38
                                                Store 01

1. Store Number                               1
2. Rep Type                                  1 Assigned Salesperson
3. Rep Number (1-9999)                       43
4. Rep Name ←
5. Alternate Rep Number for Directs

<Esc>=Go Back One Field  <Tab>=Go Forward One Field  <F1>=Help

```

Enter the rep name exactly how you wish it to appear on the screen at POS and on Sales Analysis reports. For example: **Smith/Tom** or **Tom Smith** or **T. Smith** or **TOM**. There are 28 characters available for the rep name, including spaces and punctuation.

- 43 At **Alternate Rep Number for Directs**, press **Tab** to bypass. You will not enter this information at this time.
- 44 Finish entering the rep number record by adding the record (**Add Record <Y/N>?**) or changing it (**Save Change <Y/N>?**).
- 45 Repeat Steps 40-44 for each assigned sales rep to be entered.
- 46 Press **Esc** at **Assigned Sales Rep Number** when done. Press **Esc** again until you get back to the **DIMENSIONS MAIN MENU**.

## Steps 47-56: G/L INTEGRATION

There are 4 areas of G/L integration that need G/L numbers: A/R Groups, Cash Receipts Bank, A/R Discounts, and Finance Charges Applied.

- 47 Go back to **Accounts Receivable, A/R Variable File**.
- 48 Select **6** for **G/L Integration**.
- 49 The computer displays the A/R G/L Integration screen:

```

DSVM0206      A/R G/L Integration      DIM11 DATA      Date mm/dd/yy
Rev9.0.2                                     Port  39
                                                Store 01

1. Store Number                               1
2. A/R Group Account Numbers:
   GROUP      G/L ACCOUNT      DESCRIPTION
   1          1210.01      ACCOUNTS RECEIVABLE - TRADE
   2          1220.01      ACCOUNTS RECEIVABLE - OTHER
   3          1230.01      ACCOUNTS RECEIVABLE - EMPLOYEES
   4          1240.01      ACCOUNTS RECEIVABLE - AFFILIATED CO
3. Cash Receipts Bank Account Numbers:
   BANK      G/L ACCOUNT      DESCRIPTION
   1          1120.01      CASH IN BANK - CHECKING
   2          1120.01      CASH IN BANK - CHECKING
   3          1120.01      CASH IN BANK - CHECKING
   4          1120.01      CASH IN BANK - CHECKING
   5          1120.01      CASH IN BANK - CHECKING
   6          1120.01      CASH IN BANK - CHECKING
   7          1120.01      CASH IN BANK - CHECKING
   8          1120.01      CASH IN BANK - CHECKING
   9          1120.01      CASH IN BANK - CHECKING
4. A/R Discounts      8510.01      PAYMENT DISCOUNT ALLOWED
5. A/R Finance Charges 8140.01      FINANCE AND CARRYING CHARGE
<Esc>=Change Store  (C)hange  (D)elete  (E)nd

```

You have the following options:

<Esc>=Change Store	Allows you to change the displayed store number.
(C)hange	Allows you to change the entries on the screen. Go to Step 50.
(D)elete	Allows you to delete the displayed entries.
(E)nd	Ends this screen and returns to the <b>A/R Variable File Maintenance Menu</b> .

**50** After selecting **C** for **Change**, the cursor moves to the top of the screen:


DSVM0206 Rev9.0.2	A/R G/L Integration	DIM11 DATA	Date mm/dd/yy Port 39 Store 01
1. Store Number		1	
2. A/R Group Account Numbers:			
GROUP	G/L ACCOUNT	DESCRIPTION	
1	1210.01	ACCOUNTS RECEIVABLE - TRADE	
2	1220.01	ACCOUNTS RECEIVABLE - OTHER	
3	1230.01	ACCOUNTS RECEIVABLE - EMPLOYEES	
4	1240.01	ACCOUNTS RECEIVABLE - AFFILIATED CO	
3. Cash Receipts Bank Account Numbers:			
BANK	G/L ACCOUNT	DESCRIPTION	
1	1120.01	CASH IN BANK - CHECKING	
2	1120.01	CASH IN BANK - CHECKING	
3	1120.01	CASH IN BANK - CHECKING	
4	1120.01	CASH IN BANK - CHECKING	
5	1120.01	CASH IN BANK - CHECKING	
6	1120.01	CASH IN BANK - CHECKING	
7	1120.01	CASH IN BANK - CHECKING	
8	1120.01	CASH IN BANK - CHECKING	
9	1120.01	CASH IN BANK - CHECKING	
4. A/R Discounts	8510.01	PAYMENT DISCOUNT ALLOWED	
5. A/R Finance Charges	8140.01	FINANCE AND CARRYING CHARGE	
<Esc>=Change Store (C)hange (D)elete (E)nd			

Enter the following fields.

**2. A/R Group Account Numbers:**

A/R groups control how the G/L balance sheet is posted (debited) when a customer sale is updated. Each customer in the Customer Master File is assigned an A/R group code (1-4) representing different types of customers. For example, A/R Trade, A/R Affiliated Co., A/R Other. Then the A/R group will determine which asset account to post as transactions are updated.

Most often when starting up the A/R system, only one A/R group is used. All customers are assigned A/R group 1. For this example, however, all four A/R groups are shown using the standard chart of accounts. Change if needed.

 **NOTE:** The G/L numbers shown are from the standard chart of accounts. Your G/L numbers may be different. Print a Trial Balance from the G/L system to verify account numbers.

**51 3. Cash Receipts Bank Account Numbers:**

A/R cash receipts (customer payments) can be posted to one of 9 different bank accounts (9 different G/L asset accounts). When updating a batch of cash receipts, you will be asked to which bank number you wish to add (debit). That bank number corresponds to the bank number found here and will debit the assigned G/L asset account. For this example, the standard chart of accounts is used and all bank numbers use the same G/L account. Change if needed.

**52 4. A/R Discounts:**

A/R Discount controls how the G/L income statement is posted when a customer discount is taken. For this example, the standard chart of accounts is used. This account is found in Other Expenses. Change if needed.

**53 5. A/R Finance Charges:**

This entry controls how the G/L income statement is posted when a customer is charged a finance charge (credit). For this example, the standard chart of accounts is used. This account is found in Other Income. Change if needed.

**54 After making the entries, the computer asks:**

Save Changes <Y/N>?

Enter **Y** if all entries are correct. Or enter **N** to not make the changes.

**55 If needed, check the entries for other stores. Repeat Steps 49-54, entering the appropriate store number.****56 After verifying these fields, return to the A/R Variable File Maintenance Menu.**

Steps 57-64 : MISCELLANEOUS CODES

**57 From the A/R Variable File Maintenance Menu, select 7 for Miscellaneous Codes.****58 Check the store number. Change if needed (select 98, enter the correct store number).****59 Select 1 for Miscellaneous Codes.****60 The computer displays the A/R Miscellaneous Codes screen with entries for the current store:**

```

DSVM0207  A/R Miscellaneous Codes  DIM11 DATA  Date mm/dd/yy
Rev10.0.5                                     Port 39
                                              Store 01

1. Print Discount Amount on Invoices (Y/N): Y
   (Store default if not set up in
   A/R Terms Information)
2. Returns Credit Option: 2
   1. Credit 1-30 Days Past Due Balance
   2. Credit Current Balance
3. Number Months Credit and Payment History 12
4. Randomly Generated Credit Limit
   Release Code (Y/N) N
5. Credit Limit Release Code 1234
6. Credit Hold Option for New Job Accounts C
7. Beginning Credit Hold to Not Copy 6
8. Ending Credit Hold to Not Copy 12

<Esc>=Go Back One Field  <Tab>=Go Forward One Field  (.)=End  <F1>=Help

```

The cursor is positioned at 1. **Print Discount Amount on Invoices**. Enter one of the following options:

**Y** = Print discounts on both invoices and returns at POS.

**N** = Do not print discounts.

**R** = Print discounts on invoices but not returns.

- 61 After making an entry, press **Tab** through the remaining fields.
- 62 If a change was made, the computer asks:

Save Changes <Y/N>?

Enter **Y** if the entry is correct. Or enter **N** to not make the changes. You can also change this entry for all stores.

- 63 Press **Esc** to return to the previous menu.
- 64 You are done entering the Variable File information for Accounts Receivable. Press **Esc** until you return to the **DIMENSIONS MAIN MENU**.

## Doing A/R Cutover

---

Now you are ready to perform the A/R cutover procedure.

Before continuing, make sure you have done the following:

1. Enter all customers including a cash customer (account 1.000). See Basic Customer Data, Numbering Accounts, Getting into A/R, and Adding Customers.
2. Enter the 8 set up values you need to have to run the basic features of the A/R system (A/R groups, assigned sales rep numbers, classes, price levels, terms, tax codes, and credit limits/types). See Values Worksheet, Entering Values for Customers.
3. Check file status (all customers in system, A/R Aged Analysis has zero balance, Daily Report has zero balance, print File Status Report-DS09025).
4. Prepare the inventory files according to which method of A/R entry you are planning to use:
  - Invoice Posting  
Enter one miscellaneous non-perpetual inventory item (99999999) in the inventory files.
  - Invoice Posting/Group Distribution  
Enter a miscellaneous non-perpetual item for each inventory group in the inventory files.
  - Point of Sale (POS)/Order Entry  
Enter all inventory items. Check all prices and costs.

See Chapter 5, *Inventory*, for more complete information on setting up inventory.

5. Verify the following Variable File information for A/R features:
  - Statement Information
    1. A/R Statement Messages
    2. A/R Statement Options
      1. Print Discount Amount and Message on Statements
      2. Print Due Dates on Statements
      3. Optional Statement Late Charge Descriptions
  - A/R Descriptions
    1. Customer Class Descriptions
  - Sales Variable File
    3. Sales Tax
    5. Descriptions
      2. Assigned Sales Rep Descriptions
6. If you will be using POS/Order Entry to enter sales, enter the Variable File information for sales features. See Chapter 8, *Point of Sale (POS)*, for more complete information on setting up for entering sales.

7. Decide "go live" date. You will probably want to do this at the end of a month, quarter, or year. "Go live" means to use the Dimensions computer system for all regular data processing using your real data.

The day before "going live", do the following:

- A/R Cutover Process** Allows you to enter the aging balances for each customer. Steps 1-39 describe the cutover for balance forward accounts. Steps 40-70 describe the cutover for open item accounts. And Step 71 describes the Totals File entries (total A/R for today, MTD, and YTD).
- Check Variable File** See Step 72. Verifies the due dates and discount dates for all terms types and the calendar month used for G/L posting.
- Print Daily Report** See Step 73. Allows you to verify that all sales are zero and that the A/R Summary shows the beginning A/R balance only according to the Dimensions system.

### A/R CUTOVER PROCESS (for Balance Forward Customers)

**BEFORE YOU BEGIN:** On your old system, print a current aging report to obtain the account balances of all balance forward customers as of the cutover date. You will need the following information for each account:

Customer name  
Total balance due  
Current balance  
1-30 days past due  
31-60 days past due  
61-90 days past due  
Over 90 days past due  
Finance charges (if available)

- 1 On the Dimensions system, sign on with a manager password provided by your support analyst or installer.
- 2 The computer displays the **DIMENSIONS MAIN MENU**. Enter **3** for **Accounts Receivable** and press **Enter**.
- 3 Select **7** for **A/R Special Maintenance**. Select **18** for **A/R Cutover Process**.
- 4 The computer displays the **A/R CUTOVER PROCESS MENU**:

```

+-----+
| DIM11 DATA |   === A/R CUTOVER PROCESS   === | 11.0 |
+-----+
| 1. Balance Forward Customers | ←
| 2. Open Item Customers       |
| 3. Enter Beginning Balances  |
+-----+
  
```

Enter **1** for **Balance Forward Customers**. This process describes how to process balance forward accounts only. If you need to cutover open item accounts (brings over each open transaction), see Steps 40-70.



5 The computer displays the **BALANCE FORWARD CUSTOMERS MENU**:

```

+-----+
| DIM11 DATA | === BALANCE FORWARD CUSTOMERS === | 11.0 |
+-----+
|
| 1. Enter Aging Balances
| 2. Copy CUSTOMER Files to ug 31
| 3. Print Aging-No Recalculation
| 4. Create BF Records in CM3 File
| 5. Print Aging-With Recalculation
|
+-----+

```

You will work from this menu for Steps 6-39. Enter **1** for **Enter Aging Balances**.

Steps 6-12: ENTER AGING BALANCES

6 The computer displays the **ENTER BALANCE DUE** screen:

```

DS02901      Enter Balance Due      DIM11 DATA      Date mm/dd/yy
Rev8.1.1                                           Port  42
                                                    Store 01

Customer Number:

Balance Due   :

Current      :
  1-30 Days  :
  31-60 Days :
  61-90 Days :
  Over 90 Days :
Finance Chrg :

Next Customer:      .000                      <Esc> = End

```

The cursor is positioned at the bottom of the screen at **Next Customer**. Enter the customer number for which you wish to enter a balance. The customer must have already been entered into the Customer Master File (CM1.D). Or if you wish to end this procedure, press **Esc** to return to the previous menu.

7 The computer displays the corresponding customer name. Verify it before continuing.

8 **Balance Due:**

Enter the total balance of the account from the old system (total balance = current + 30 days + 60 days + 90 days + over 90 days + finance charges).



**QUICK TIP:**

Or you can skip this field and enter the balances in Step 9 to determine what this total balance should be. The computer will indicate in Step 10 that this account is out of balance and show the amount. You are returned to BALANCE DUE where you can enter the correct balance due amount.

- 9 Then enter the following buckets that make up the total **Balance Due**:

Current :  
 1-30 Days :  
 31-60 Days :  
 61-90 Days :  
 Over 90 Days :  
 Finance Chrg :

Press **Enter** after each entry.

- 10 The account must balance before continuing. The **Balance Due** must equal the sum of the buckets. If the entry is not in balance, the computer displays a message similar to the following:

Out of Balance By: -87.99

The cursor returns to **Balance Due** where you can enter the amounts again. You cannot continue until the account balances.

- 11 The computer then displays at the bottom of the screen the next customer number found in the Customer Master File (CM1.D). Press **Tab** to accept it or enter a different customer number. Or press **Esc** to end this process.
- 12 Repeat Steps 7-11 to enter the balances for the remaining customers. Press **Esc** when done and you are returned to the **Balance Forward Customers Menu** as in Step 5.

Steps 12-15: COPY CUSTOMER FILES TO UG 31

- 13 Select **2** for **Copy CUSTOMER Files to ug 31**.

- 14 The computer displays:

This program will copy your customer files  
 to the user group you select.  
 Do you wish to proceed? (Y/N)

The purpose of copying the customer files to another user group is to have a backup copy of the work you just entered in case you experience an operator or mechanical error in the following steps. Enter **Y** only if you are sure you wish to continue. You cannot abandon this procedure in the next step.

- 15 If you answered **Y** above, the computer displays:

```

This program will copy your customer files
to the user group you select.

Please prepare your system printer for the copy report.
You are required to review this report for any errors
in the copy process.      If any errors are encountered
DO NOT PROCEED until corrected.

NOTE: Any files with the suffix '.sv' will be globally
      excluded, this is normal and is done to save disk space.
      Any other errors MUST be corrected before continuing.

Please enter the drive:user group to copy the file to. 5:31

```

Enter the drive and user group if different than the displayed drive and user group. Or press **Enter** to begin the copy process.

- 16 When done, be sure to return to the **Balance Forward Customers Menu**.

#### Steps 17-22: PRINT AGING - NO RECALCULATION

- 17 Select **3** for **Print Aging - No Recalculation**.

- 18 The computer displays:

```

DS02390N      Age Analysis      DIM11 DATA      Date mm/dd/yy
Rev10.0.1
1. Input Parameters
  Report Date                      mmdyy
  Print 1) Numerically or 2) Alphabetically      1
  Beginning Customer (Aging & Stmnts)            .000
  Ending   Customer (Aging & Stmnts)            999999.999
  Selection Code:                                0
    0 = All Accounts
    1 = Only Past Due      31 = Only Over 30
    61 = Only Over 60     91 = Only Over 90
  Print Customers with Zero Balances (Y/N)        N
  Print the Total Page Only (Y/N)                 N
  Number of Copies                                1
  Store Number (0 = All Stores)                    0
  Select Optional Field (Y/N)                      N

2. Print Aging Report

Enter Option - (E) to End

```

Enter **2** for **Print Aging Report**. You will most likely want to include all customers on this report and not change any of the input parameters so option 1, **Input Parameters**, is not necessary.

- 19 Select the output device for this report (**P**=printer, **S**=slave printer, **Port#**=another printer port). You will need a hard copy of this report so printing to the terminal is not a valid option.
- 20 Select the compressed print option (**Y/N**) and report spacing (**1, 2, 3**) you wish for this report. You may wish to print this report double-spaced so you can make notes on it if necessary.
- 21 Review each account on the report for accuracy. Make sure all accounts have been entered. If you have been careful in your data entry, there should be no need to make corrections. If you do need to make corrections, re-do Steps 5-21, making the necessary changes..
- 22 Return to the **Balance Forward Customers Menu**.

Steps 23-31: CREATE BF RECORDS IN CM3 FILE

**23** Select **4** for **Create BF Records in CM3 File**.

**24** The computer displays:

DS09001	A/R Conversion	DIM11 DATA	Date mm/dd/yy
Rev8.1.3			Port 42
			Store 01
<p>1. Change Store No</p> <p>2. Create Open Item Transactions From Aging (CM3)</p>			
Enter Option - (E) to End:			

If you need to change the displayed store number, select **1** for **Change Store No**. (Transactions are created by store number.) Then select **2** for **Create Open Item Transactions From Aging (CM3)**.

**25** ENTER CURRENT CALENDAR YEAR (EX. 1987)

Enter the current calendar year, all 4 digits.

**26** ENTER DAY OF MONTH INVOICES ARE DUE (1-31)

Enter the calendar month that just ended and for which your A/R records are closed (**1**=Jan, **2**=Feb, **3**=Mar, etc.). You should have ending statements and/or age analysis.

**27** ENTER MONTH JUST ENDED (1-12)

Enter the day of the month the majority of your invoices are due (i.e., **10** for the 10th, **25** for the 25th). It is likely that most of your balance forward customers are due on the same day.

**28** Based on your entries made in Steps 25-27, the computer calculates the invoice dates and due dates for the transaction about to be created from the aging balances:

```

DS09001      A/R Conversion    DIM11 DATA      Date mm/dd/yy
Rev8.1.3                                     Port  42
                                              Store 01

Enter Current Calendar Year (Ex. 1987)      2001
Enter Month Just Ended (1-12)              9
Enter Day of Month Invoices are Due (1-31)  10

Based on the above input, transactions will be generated with the
following invoice and due dates:

      Age Bucket      Invoice Date      Due Date
-----
Current              09/15/01          10/10/01
  1-30 days past due  08/15/01          09/10/01
  31-60 days past due 07/15/01          08/10/01
  61-90 days past due 06/15/01          07/10/01
over 90 days past due 05/15/01          06/10/01

After reviewing the above dates - Do you wish to continue ?? (Y/N)

```

Enter **Y** if you wish to continue. Or enter **N** to return to Step 25 and enter the dates again.

**29** Finally the computer asks:

```

This program will now create transactions for each of the aging buckets
previously entered.

Do you wish to proceed ? (Y/N)

```

Enter **Y** if you wish to proceed and create transactions in the Customer Transaction File (CM3.D) for the balances according to the displayed dates. Or enter **N** to not proceed and return to Step 25 to enter the dates again or end this process.

**30** The computer takes one customer at a time and creates a transaction for each bucket for which there is a balance and display:

```

Now Building Transactions for Customer      10000.000

```

Transaction numbers are assigned automatically. They begin at 1 and increment by 1 for as many transaction as needed. Wait until all customers are processed.

**31** You are returned to Step 25 to end this procedure. Return to the **Balance Forward Customers Menu**.

Steps 32-38: PRINT AGING - WITH RECALCULATION

**32** Select **5** for **Print Aging - With Recalculation**.

**33** The computer displays:

DS02390	Aging Analysis	DIM11 DATA	Date mm/dd/yy
Rev11.0.1			Port 38
			Store 01

1. Input Parameters			
Report Date		mmddyy	
Customer Print Order		1	Numerically
Beginning Customer (Aging & Stmts)		.000	
Ending Customer (Aging & Stmts)		999999.999	
Selection Code		0	All Accounts
Print Customers With Zero Balances	(Y/N)	N	
Print The Total Page Only	(Y/N)	N	
Sales/Payment Print Option	(S/P)	S	Last Sale Date
Print Optional Headings	(Y/N)	N	
Number of Copies		1	
Store Number	(0 = All)	0	
Consolidate Jobs	(Y/N)	N	
Print Credit Notes After Date Entered (MMDDYY)		0	(0=Don't Print)
Print Pymt History After Date Entered (MMDDYY)		0	(0=Don't Print)
Select Optional Field	(Y/N)	N	

2. Calculate Aging Balances			
3. Print Aging Report			

Enter Option - (E) to End:

Enter **2** to **Calculate Aging Balances**. Do not change the input parameters (option 1).  
 This aging report must be printed for all customers.

**34** After selecting **2** above, the computer displays:

DS02383	Calculate Aging	DIM11 DATA	Date mm/dd/yy
Rev9.0.1			Port 42
			Store 00


  

Enter Aging Date (MMDDYY): mmddyy This date is very important. Transactions with a due date on or after this date will be current. Everything prior to this date will be aged based on days past due.

<Tab>=Next    <S-Tab>=Previous    <Esc>=End/Continue

The current system date is displayed at **Enter Aging Date**. Enter your last statement date (statement cutoff date) using the standard date format (mmddyy).

 **NOTE:** This message is very important. Be sure to read it and enter the correct statement date before continuing.

**35** The computer displays:

The Aging is performed as follows:

Step 1: Clear aging buckets for non-revolving customers.  
         Volume discounts will be calculated if applicable.

Step 2: Generate aging buckets for non-revolving customers.

Do you wish to continue (Y/N)?


Enter **Y** to continue with the aging process. Or enter **N** to return to Step 35 to enter another aging date or **Esc** to exit this program.

**36** The computer displays:

```
Now Clearing Aging for Customer: 10000.000 And Calculating Volume Discount
Now Generating Aging for Customer 10000.000 From Transaction #####
```

Each customer number is displayed as it is aged. This process may take a few seconds depending on how many customers you have. The aging process takes the transactions found in the Customer Transaction File (CM3.D) and recalculates the buckets according to the aging date entered in Step 34. For more information on the aging theory, see the introduction to A/R Reports in the *Accounts Receivable User Manual*.

- 37** You are returned to the screen in Step 33 to select the print option. Enter **3** for **Print Aging Report**.
- 38** Proceed with the standard print routine by selecting the output device (printer), compressed print option, and report spacing. You should print a hard copy of this report.
- 39** Make one last check on this report for accuracy in each bucket. Match the computer's A/R totals to the old A/R totals for balance forward customers you took before Step 1. They should balance at this point because you have been checking the agings through the previous steps.

 **NOTE:** If you have open item customers mixed in with balance forward customers, you need to enter those transactions at this point. Complete Steps 40-70. Then go to Step 71 to finish the cutover process.

**BEFORE YOU BEGIN:** From your old system, determine the account balances and transactions for each open item customer as of the cutover date. You will also need a total A/R amount for open item customers.

**40** Return to the **A/R Cutover Process Menu** (see Step 4):

```
+-----+
| DIM11 DATA |      === A/R CUTOVER PROCESS ===      | 11.0 |
+-----+
| 1. Balance Forward Customers |
| 2. Open Item Customers       | ←
| 3. Enter Beginning Balances |
+-----+
```

Enter **2** for **Open Item Customers**.

- 41 The computer displays the **Open Item Customers Menu**:

DIM11 DATA		=== OPEN ITEM CUSTOMERS ===		11.0
1. Enter Open Item Customer Bal. 2. Enter Open Item Transactions 3. Copy CUSTOMER Files to ug 31 4. Print Aging-With Recalculation				

Select **1** for Enter Open Item Customer Bal.

Steps 42-46 : ENTER OPEN ITEM CUSTOMER BAL.

- 42 The computer displays the **ENTER BALANCE DUE** screen:

DS02905 Rev8.0.0	Enter Balance Due	DIM11 DATA	Date mm/dd/yy Port 42 Store 01
Customer Number:			
Balance Due:			
PALLETS			
Next Customer: .000 <Esc> = End			

The cursor is positioned at the bottom of the screen by **Next Customer**. Enter the customer number for which you wish to enter a balance. The customer must have already been entered into the Customer Master File (CM1.D). Or if you wish to end this procedure, press **Esc** to return to the previous menu.

- 43 The computer display the corresponding customer name. Verify it before continuing.

- 44 **Balance Due:**

Enter the total balance of the account from the old system (total balance = current + 30 days + 60 days + 90 days + finance charge).

- 45 The computer then displays at the bottom of the screen the next customer number found in the Customer Master File (CM1.D). Press **Tab** to accept it or enter a different customer number. Or press **Esc** to end this process.

- 46 Repeat Steps 42-45 to enter the balance due for the remaining open item customers. Press **Esc** when done and you are returned to the **Open Item Customer Menu** as in Step 41.



## Steps 47-57 : ENTER OPEN ITEM TRANSACTIONS

47 Select **2** for Enter Open Item Transactions.

48 The computer displays:

```

DS02906      Enter Transactions      DIM11 DATA      Date mm/dd/yy
Rev8.1.1
                                     Port  42
                                     Store 01

          1. Change Store No
          2. Input Open Item Transactions (CM3.D)

Enter Option - (E) to End

```

If you need to change the displayed store number, select **1** for **Change Store No.** (Transactions are stored by store number.) Then select **2** for **Input Open Item Transactions (CM3.D)**. Or enter **E** to end this process and return to the previous menu.

49 The computer displays:

```

DS02906      Enter Transactions      DIM11 DATA      Date mm/dd/yy
Rev8.1.1
                                     Port  42
                                     Store 01

Customer Number:

Balance Due:

Transaction   Type      Transaction   Due      Transaction
Number        Type      Date        Date      Amount

          Type 1 = Invoice
          Type 2 = Return (Sign Must be Entered)
          Type 6 = Transfer
          Type 8 = Late Charge
          Type 9 = Unapplied

Next Customer:      .000                        <Esc> = End

```

The cursor is positioned at the bottom of the screen by **Next Customer**. Enter the customer number for which you wish to enter transactions. Or if you wish to end this procedure, press **Esc** to return to the previous menu.

50 The computer displays the customer name and address for the selected customer and asks:

#### Transaction Number

Enter the invoice number, return number (if applicable), debit or credit memo number for this transaction, up to 7 digits, and press **Enter**.

51 Type

Using the table of types displayed on the screen, enter the corresponding transaction type.

**52 Transaction Date**

Enter the corresponding transaction date in the standard date format (mmddyy). You must enter a transaction before proceeding.

**53 Due Date**

Enter the appropriate due date for this transaction according to your terms. You must enter a due date before proceeding.

**54 Transaction Amount**

Enter the total amount of this transaction, including sales tax if applicable. If this transaction is a return, you must enter a negative amount (i.e., **-25.00**).

**55** The transaction is added to the Customer Transaction File (CM3.D). You are returned to Step 50 where you can enter another transaction for the selected customer.

**56** Repeat Steps 50-55 for each transaction. When you are done entering transactions for this customer, press **Esc** at **Transaction Number**. Return to Step 49 to select the next customer.

**57** When you are done entering all transactions for open item customers, you are ready to proceed to Step 58 to copy the files to user group 31. Return to the **Open Item Customers Menu** as in Step 51.

Steps 58-61 : COPY CUSTOMER FILES TO UG 31
--

**58** Select **3** for **Copy CUSTOMER Files to ug 31**.

**59** The computer displays:

<pre>This program will copy your customer files to the user group you select.  Do you wish to proceed? (Y/N)</pre>
--

The purpose of copying the customer files to another user group is to have a backup copy of the work you just entered in case you experience an operator or mechanical error in the following steps. Enter **Y** only if you are sure you wish to continue. You cannot abandon this procedure in the next step.

**60** If you answered **Y** above, the computer displays:

<pre>This program will copy your customer files to the user group you select.  Please prepare your system printer for the copy report. You are required to review this report for any errors in the copy process. If any errors are encountered DO NOT PROCEED until corrected.  NOTE: Any files with the suffix '.sv' will be globally excluded, this is normal and is done to save disk space. Any other errors MUST be corrected before continuing.  Please enter the drive:user group to copy the file to. 5:31</pre>
---

**61** When done, be sure to return to the **Open Item Customers Menu**.

## Steps 62-69: PRINT AGING - WITH RECALCULATION

**62** Select **4** for Print Aging - With Recalculation.

**63** The computer displays:

```

DS02390      Aging Analysis      DIM11 DATA      Date mm/dd/yy
Rev11.0.1                                     Port   38
                                                Store  01

  1. Input Parameters
    Report Date                               mmddyy
    Customer Print Order                      1 Numerically
    Beginning Customer (Aging & Stmts)        .000
    Ending Customer (Aging & Stmts)           999999.999
    Selection Code                            0 All Accounts
    Print Customers With Zero Balances (Y/N)   N
    Print The Total Page Only (Y/N)           N
    Sales/Payment Print Option (S/P)          S Last Sale Date
    Print Optional Headings (Y/N)             N
    Number of Copies                          1
    Store Number (0 = All)                    0
    Consolidate Jobs (Y/N)                   N
    Print Credit Notes After Date Entered (MMDDYY) 0 (0=Don't Print)
    Print Pymt History After Date Entered (MMDDYY) 0 (0=Don't Print)
    Select Optional Field (Y/N)              N

  2. Calculate Aging Balances
  3. Print Aging Report

Enter Option - (E) to End:

```

Enter **2** to **Calculate Aging Balances**. Do not change the input parameters (option 1). This aging report must be printed for all customers.

**64** After selecting **2** above, the computer displays:

```


DS02383      Calculate Aging      DIM11 DATA      Date mm/dd/yy
Rev9.0.1                                     Port   42
                                                Store  00

Enter Aging Date (MMDDYY): mmddyy This date is very important. Transactions
                                with a due date on or after this date will
                                be current. Everything prior to this date
                                will be aged based on days past due.

<Tab>=Next      <S-Tab>=Previous      <Esc>=End/Continue

```

The current system date is displayed at **Enter Aging Date**. Enter your last statement date (statement cutoff date) using the standard date format (mmddyy).

 **NOTE:** This message is very important. Be sure to read it and enter the correct statement date before continuing.

**65** The computer displays:

```

The Aging is performed as follows:

Step 1: Clear aging buckets for non-revolving customers.
        Volume discounts will be calculated if applicable.
Step 2: Generate aging buckets for non-revolving customers.

Do you wish to continue (Y/N)?

```

Enter **Y** to continue with the aging process. Or enter **N** to return to Step 64 to enter another aging date or **Esc** to exit this program.

**66** The computer displays:

```
Now Clearing Aging for Customer: 10000.000 And Calculating Volume Discount
Now Generating Aging for Customer 10000.000 From Transaction #####
```

Each customer number is displayed as it is aged. This process may take a few seconds depending on how many customers you have. The aging process takes the transactions found in the Customer Transaction File (CM3.D) and recalculates the buckets according to the aging date entered in Step 64. For more information on the aging theory, see the introduction to A/R Reports in the *Accounts Receivable User Manual*.

- 67** You are returned to the screen in Step 63 to select the print option. Enter **3** for **Print Aging Report**.
- 68** Proceed with the standard print routine by selecting the output device (printer), compressed print option, and report spacing. You should print a hard copy of this report and keep it.
- 69** Match the computer's A/R totals to the old open item plus balance for ward customer totals you took before beginning this process.
- 70** Now you need to enter the beginning A/R totals in the file T2ssyy.D (*ss*=store number, *yy*=year. Ex. **T20101.D**). For instructions, see Step 71 below.
- 71** Enter sales totals:
- A. Still under a manager password, return to the **DIMENSIONS MAIN MENU**.
  - B. Select **1** for **Sales**.
  - C. Select **9** for **Sales Special Maintenance**.
  - D. Select **3** for **Totals**.
  - E. Select **1** for **Sales Totals (T2ssyy)**.
  - F. The computer displays:

```
DS003120      Maintain T2.D Information      DIM11 DATA      Date mm/dd/yy
Rev10.0.1                                           Port  42

Enter Store
Enter Year (Ex:1994)

<Esc> = End
```

Enter the store number (most likely store 1).

- G. At **Enter Year (Ex: 1994)**, enter the current year, all 4 digits.

## H. The computer displays:

```

DS003120      Maintain T2.D Information      DIM11 DATA      Date mm/dd/yy
Rev10.0.1                                           Port  42

      Enter Store          1
      Enter Year (Ex:1994) 2001

Maintenance Will be on File T20101.D

View Mode : No changes will be allowed. T2 or REP.D records will not be
            locked so that all normal updating will continue.

Change Mode: The T2 or REP.D record selected to be changed will be locked
            as soon as it is entered. This will put all ports that are
            updating this record on hold until the record is changed,
            saved and unlocked.

(V) = View      (C) = Change      <Esc> = Change Store/Year or End

```

Select **C** for Change.

## I. The computer displays:

```

DS003120      Maintain T2.D Information      DIM11 DATA      Date mm/dd/yy
Store: 01                                           Port  42
Year : 00
+-----+
| 1. Taxes                                     |
| 2. Addons                                   |
| 3. Group Totals                             |
| 4. Class Totals                             |
| 5. Assigned Salesman Totals                 |
| 6. Written By Totals                       |
| 7. Loaded By Totals                         |
| 8. Checked By Totals                       |
| 9. Delivered By Totals                     |
| 10. Truck By Totals                        |
| 11. Cash Invoice Sales                      |
| 12. Charge Invoice Sales                    |
| 13. Cash Return Sales                      |
| 14. Charge Return Sales                    |
| 15. Charge Transfers                       |
| 16. Cash In/Out                            |
| 17. Deposits                               |
| 18. Cash Received                          |
| 19. A/R Summary                            |
| 20. Inventory Summary                      |
| 21. Port Totals                            |
+-----+

```

Select **19** for **A/R Summary**.

## J. The computer displays the A/R Summary screen:

```

DS003120      Maintain T2.D Information      DIM11 DATA      Date mm/dd/yy
Store: 01                                           Port  42
Year : 00
      A/R Summary

      Daily      Month To Date      Year To Date
1. Beginning Balance      .00      .00      .00
2. Payments                .00      .00      .00
3. Discounts Given         .00      .00      .00
4. Finance Charge Charged  .00      .00      .00
5. Finance Charge Paid     .00      .00      .00
6. Finance Charge Written Off .00      .00      .00
7. G/L Adjustments        .00      .00      .00
8. Statement Discounts     .00      .00      .00
9. Cash Receipt Bank       .00      .00      .00


Totals Include Sales Not Shown .00      .00      .00

Enter Line To Change      <Esc>=End

```

At Enter Line To Change, enter **1** for **Beginning Balance**.

- K. The cursor moves to **Daily**. Enter the total beginning A/R balance (balance forward and open item customers).
- L. The cursor moves to **Month to Date**. Enter the same total as in **Daily**.
- M. The cursor moves to **Year To Date**. Enter the same total as in **Daily** and **Month to Date**.
- N. You are returned to **Enter Line To Change**. Press **Esc** to end this screen.
- O. If you are using the General Ledger, you must also enter the beginning A/R balance in the General Ledger Master File (GM1.D) for ACCOUNTS RECEIVABLE-TRADE (account #1210.00). To do this, follow these steps:
  - 1) Return to the **DIMENSIONS MAIN MENU**.
  - 2) Select **6** for **General Ledger**.
  - 3) Select **1** for **G/L File Maintenance**.
  - 4) Select **1** for **Master File GM1.D**.
  - 5) Enter **V** for **View**.
  - 6) Enter **1** at **CONTROL#**. Enter **1210** at **G/L ACCOUNT NO** (or your equivalent A/R Trade account number).
  - 7) Verify the account name is **ACCOUNTS RECEIVABLE-TRADE** (or your equivalent).
  - 8) Enter **C** for **Change**.
  - 9) Press **Tab** 5 times to move the cursor to the column **Current Bal**, line **Beg Bal**.
  - 10) Enter the same A/R beginning balance as in Step L and press **Enter**.
  - 11) Enter period (.) and press **Enter**.
  - 12) At **OK To Change Record Y/N?**, enter **Y** if your entry is correct. Otherwise, enter **N** and fix your entry.
  - 13) Press **Esc** once, then **E** for **End**.
  - 14) Return to the **DIMENSIONS MAIN MENU**.

 **NOTE:** This completes the A/R cutover portion, which prepares the A/R files for regular processing. You still need to perform Step 72 to make sure the other features of the Dimensions system are ready for A/R processing.

- 72** Check the Variable File entries for terms and calendar month. Return to the **DIMENSIONS MAIN MENU**.
- A. Select **3** for **Accounts Receivable**.
  - B. Select **6** for **A/R Variable File Maintenance**.
  - C. Select **1** for **Terms Information**.
  - D. Enter the first terms number you have set up (probably terms number 1).
  - E. Verify the due date and discount date for this terms code (fields 5 and 16). These will be the dates assigned to new transactions entered on the Dimensions system. Change if necessary (use **C** for **Change** or **F** for **Change by Field**).
  - F. Repeat for each terms code you have. If necessary, check for each store.
  - G. Go back to the **DIMENSIONS MAIN MENU**. Select **6** for **General Ledger**.
  - H. Select **7** for **G/L Variable File**.
  - I. Select **1** for **Basic Store Information**.

J. Check field 2, **Current Calendar Month**. Make sure it is the current calendar month or the month in which A/R transactions will begin being entered (1=Jan, 2=Feb, 3=Mar, etc.). Change if necessary. This determines the accounting month for G/L postings from A/R.

K. Check for each store.

L. Return to the **DIMENSIONS MAIN MENU**.

### 73 Print a Daily Report:

A. From the **DIMENSIONS MAIN MENU**, select **7** for **Day End/Month End/ Year End**.

B. Select **1** for **Day End**.

C. Select **5** for **Daily Report**.


D. Using the standard print routine, print this report to a printer. Here is a sample Daily Report:


### SAMPLE DAILY REPORT

mm/dd/yy 12:59:05	STORE 01	DAILY REPORT	DIM11 DATA				DS04202		
-----TODAY-----									
	SALES	ADDONS	TAX	TOTAL	SALES	ADDONS	MTD	TAX	TOTAL
CHARGE									
INVOICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
RETURNS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	-----	-----	-----	-----	-----	-----	-----	-----	-----
NET CHARGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CASH									
INVOICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
RETURNS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	-----	-----	-----	-----	-----	-----	-----	-----	-----
NET CASH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET SALES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CASH IN/OUT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	-----	-----	-----	-----	-----	-----	-----	-----	-----
TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
-----									
CASH TRANSACTIONS	TODAY		MTD		CASH SETTLEMENT	TODAY		MTD	
	AMOUNT		AMOUNT			AMOUNT		AMOUNT	
INVOICES	0.00		0.00		CASH	0.00		0.00	
RETURNS	0.00		0.00		CHANGE GIVEN	0.00		0.00	
CASH IN/OUT	0.00		0.00						
DEPOSITS RECEIVED	0.00		0.00		NET CASH	0.00		0.00	
DEPOSITS USED	0.00		0.00						
	-----		-----		CHECKS	0.00		0.00	
TOTAL	0.00		0.00		VISA	0.00		0.00	
					MC	0.00		0.00	
					OTHER	0.00		0.00	
					MISC	0.00		0.00	
-----									
A/R SUMMARY									
BEGINNING BALANCE	7,240.07	7,240.07		TOTAL	0.00		0.00		
INVOICES	0.00	0.00							
RETURNS	0.00	0.00		DEPOSIT SUMMARY					
TRANSFERS	0.00	0.00		BEGINNING BALANCE	0.00	0.00			
PAYMENTS	0.00	0.00		DEPOSITS RECEIVED	0.00	0.00			
DISCOUNTS GIVEN	0.00	0.00		DEPOSITS USED	0.00	0.00			
F/C CHARGED	0.00	0.00			-----	-----			
F/C WRITTEN OFF	0.00	0.00		ENDING BALANCE	0.00	0.00			
G/L ADJUSTMENTS	0.00	0.00							
	-----	-----							
ENDING BALANCE	7,240.07	7,240.07							
-----									
** MEMO **				INVENTORY SUMMARY					
STATEMENT DISCOUNTS	0.00	0.00		BEGINNING BALANCE	0.00	0.00			
CASH RECEIPTS BANK	0.00	0.00		PURCHASES	0.00	0.00			
CASH TRANSACTIONS	0.00	0.00		ADJUSTMENTS	0.00	0.00			
	-----	-----		INVENTORY SOLD	0.00	0.00			
CASH TO ACCOUNT FOR	0.00	0.00		ENDING BALANCE	0.00	0.00			

E. Check that all sales are zero and that the A/R Summary shows the beginning A/R balance only.

- F. Print the Daily Report again but this time change the **Period to Print** to include year-to-date figures. Check that all YTD sales figures are also zero and the YTD A/R Summary shows the beginning A/R balance only.

 **NOTE:** If there are sales figures, they will need to be cleared out. Contact your installer or a support analyst to clear T2ssyy.D totals and enter the beginning A/R balances again. This report must be correct before beginning A/R processing.

 **NOTE:** You may wish to put a message on your first run of statements telling your customers about your new computer system and to check the information on the statements to make sure it is correct--spelling, address, phone numbers, account balances, etc.

\*\*\*\*\*

Congratulations! You have completed the A/R cutover process. Now you can begin processing invoices, returns, cash receipts, and doing the other tasks of Accounts Receivable.

\*\*\*\*\*



### Customer Inquiry

Use this procedure to examine the status of any A/R customer account. You can view information such as how the customer is set up, the last payment and last charge dates, available credit, year-to-date balances, a monthly account activity summary, as well as payment and invoice detail. You can also change credit information if your password level is high enough.

- 1 Starting at the **ACCOUNTS RECEIVABLE MENU**, select **1** for **File Inquiry** and press **Enter**.

Steps 2-4: SEARCH FOR & SELECT A CUSTOMER

- 2 The computer displays:

```
DS02201      Customer Inquiry      DIM11 DATA      Date mm/dd/yy
Rev10.0.7
Enter Customer (Number or Name):      Port 42
                                      Store 01

                                      <UpA> = Search
                                      <DnA> = Change Search Store #: 0 (0=All)
```

The cursor is positioned at **Enter Customer (Number or Name):**. You can do one of the following options:

Enter a customer number  
to look for an exact match

If you know the customer number, enter it and press **Enter**. If the computer finds the selected customer, you will continue with the program. If the computer does not find the customer, the following message is displayed:

6600 Not Found (CML)

Press **Enter** to acknowledge this message and try again. If you enter a customer with jobs, go to Step 4.

Enter part or all of a  
customer name

This displays a list of customers in alphabetical order starting with the name you entered. Customers with jobs are displayed with an asterisk. You are now in the search mode. Go to Step 3.

Press the up arrow

Displays customers alphabetically from the beginning of the file.

Enter the account number  
and press the down arrow

Displays customers numerically starting from the number you entered.

Press down arrow

This option appears only if you are running multiple stores. Change the store number for the search. Or enter **0** (zero) to search all stores.

Press Esc


Press **Esc** to end this option and return to the previous menu.

### 3 Once you have displayed some customers in the search mode, the screen displays:


DS02201	Customer Inquiry	DIM11 DATA	Date mm/dd/yy
Rev10.0.7			Port 39
Enter Customer (Number or Name):			Store 01
<Ent>=Select    <UpA/DnA>=Scroll    (.)=Page Down    (,)=Page Up    <Esc>=Exit L# <Ent>=Select			
L#			
1	1010.000 * F P S, INC. DBA BURGER	PO BOX 357	
2	1031.000 * ANDERSON/MIKE	5144 KENSINGTON STR NORWALK, CT	
3	1040.000 BECK STREET CONSTRUCTIO	P.O. BOX 16325 NORWALK, CT	
4	1050.000 BONHAM/STAN	4410 SOUTH MAIN STR NORWALK, CT	
5	1060.000 BRODERICK AND ZARBOCK P	570 EAST 10345 SOUT NORWALK, CT	
6	1070.000 CHRISTENSEN/DAVID	7375 SOUTH LUANA CI NORWALK, CT	
7	1080.000 * CLASSY BUILDERS	13008 SOUTH 1300 WE NORWALK, CT	
8	1090.000 CONSTRUCTION ADVISORS	2361 LOGAN AVE. NORWALK, CT	
9	1400.000 * CYSTIC FIBROSIS FOUNDAT	1234 WAY RD NORWALK, CT	
10	2000.000 DRAPER/ROY	9502 NORTH 6800 WES NORWALK, CT	
11	2010.000 DYNAPACK ROTATING SIGNS	338 WEST HAVEN AVE. NORWALK, CT	
12	2020.000 * DYNASTY CORPORATION	5899 SOUTH STATE ST NORWALK, CT	
13	2030.000 ELDREDGE/JOEL	6941 SOUTH 160 EAST NORWALK, CT	
14	2040.000 ENTEC	145 WEST 2950 SOUTH NORWALK, CT	
15	2050.000 ESCO ENGINEERING	3500 SOUTH MAIN STR NORWALK, CT	

The computer displays up to 15 customers at a time, with a corresponding line number. The cursor is positioned at **Enter Customer (Number or Name)**. The customer with the closest match will be the first customer highlighted on line 1 (L#). You have the following options:

- <Ent>=Select** Press **Enter** to select the highlighted customer. Continue with the program.
- <Up/Dn Arrow>=Scroll** Press the up or down arrow to scroll through the displayed list.
- (.)=Page Down** Allows you to page down, using the last customer displayed as the first customer of the new display. Depending on the keyboard, there are several ways of paging down:

- All keyboards Press the period (.) and **Enter**
- IBM 3151 Press **Home**
- Wyse terminals Press **PAGE** 
- PCs and monitors Press **Page Down**

- (,)=Page Up** Allows you to page up, using the first customer displayed as the last customer of the new display. Depending on the keyboard, there are several ways of paging up:

- All keyboards Press the comma (,) and **Enter**
- IBM 3151 Press **Shift-Home**
- Wyse terminals Press **Shift-PAGE** 
- PCs and monitors Press **Page Up**

&lt;Esc&gt;=Exit

Press **Esc** to end this routine and return to the previous menu.

L# &lt;Ent&gt;=Select

Enter the line number from the left column to select a specific customer.

Enter another name or  
number to go to another  
area of the customer list

To quickly go to another area of the customer list,  
enter the letter(s) or number(s) and press **Enter**  
as in Step 2.

**REMEMBER:** Once you find the needed customer in the search mode, you still need to select it. If it is highlighted, merely press **Enter**. Or if it is not highlighted, enter the line number and **Enter**.

- 4 If you selected a main account customer with jobs, the search routine is a little different. The computer displays a search routine showing the customer's jobs in job number order, starting with the main account information. For example:

```
DS02201      Customer Inquiry      DIM11 DATA      Date mm/dd/yy
Rev10.0.7
Enter Customer (Number or Name):      Port 39
                                      Store 01

<Ent>=Select    <UpA/DnA>=Scroll    (.)=Page Down    (,)=Page Up    <Esc>=Exit
L# <Ent>=Select
  1010.000 * F P S, INC. DBA BURGER PO BOX 357

L#
1  1010.000 *
2  1010.100 * F P S OFFICE          JOHN SMITH          413-123-4567
3  1010.101 * F P S, INC. DBA BURGER PO BOX 357
4  1010.102 * F P S, INC. DBA BURGER PO BOX 357
5  1010.200 * BURGER KING 3257      JOE SMITH          413-567-8923
6  1010.300 * BURGER KING-PAGE BLV  JIM SMITH          413-987-6543
7  1010.328 * JONES JOB
8  1010.600 * SCHWEITZER JOB
9  1010.700 * SMITH COTTAGE
10 1010.800 * SMITH HOUSE
11 1010.900 * 2798 ELM STREET
12 1010.998 * CANE STREET JOB
```

Or if the **Job Scroll Order** option is set in the Sales Variable File (Entry Options, Company Options, field 2=A), the computer displays the jobs in job name (alphabetical) order) For example:

```
DS02201      Customer Inquiry      DIM11 DATA      Date mm/dd/yy
Rev10.0.7
Enter Customer (Number or Name):      Port 36
                                      Store 01

<Ent>=Select    <UpA/DnA>=Scroll    (.)=Page Down    (,)=Page Up    <Esc>=Exit
L# <Ent>=Select
  1010.000 * F P S, INC. DBA BURGER PO BOX 357

L#
1  1010.000 *
2  1010.900 * 2798 ELM STREET
3  1010.200 * BURGER KING 3257      JOE SMITH          413-567-8923
4  1010.300 * BURGER KING-PAGE BLV  JIM SMITH          413-987-6543
5  1010.998 * CANE STREET JOB
6  1010.100 * F P S OFFICE          JOHN SMITH          413-123-4567
7  1010.101 * F P S, INC. DBA BURGER PO BOX 357
8  1010.102 * F P S, INC. DBA BURGER PO BOX 357
9  1010.328 * JONES JOB
10 1010.600 * SCHWEITZER JOB
11 1010.700 * SMITH COTTAGE
12 1010.800 * SMITH HOUSE
```

Then use the arrow keys to highlight the desired account and press **Enter**.

## Steps 5-6 : CUSTOMER INQUIRY

- 5 After you select a customer above, the computer displays the inquiry screen for that customer. For example:


```

Number      8000.000  HOUSES R' US
501 S.W. MCLEOD ST.      801-444-9876 BRYCE MILLER      Rel Cd: 5100
P.O. BOX 3456                        Store : 1
JORDAN, UT      A/R Group: 1 BF B Each-Prices      Bid: 8000.000
85113      PO-Required Sig-Required      Save-Lien

Store : 1 Credit Limit : 10000      STM Disc : .00
SMan : 2 Available Credit: 6243      Begin Month Bal: 1452.67
Price : 1 Opened Date :03/31/94      Charges : 3561.50
Class : 3 Last Payment :02/29/96      Returns : .00
Terms : 1 Last Charge :03/25/96      Payments : -1256.28
St Day: 0 Lien Date :03/25/96 Inv#: 2100178      Discounts : .00
Tax : 1 High Balance :03/25/96 Amt : 3757      Late Chgs : .00
Extra : 0 Previous Year High Bal Amt : 25246      Adjustments : .00
YTD Sales: 4710.48 History :0240000000034      Ending Balance : 3757.89
YTD F/C : 21.47 MTD Disc : 43.21
On-Order : 50.11

(N)=Next Number (A)=Next Name (P)=Previous (S)=Signatures (I)=Item Pricing
(C)=Credit Options (L)=Lien Data (D)=Detail <Esc>=Back to Select

```

 **NOTE:** There is an option that controls which fields are displayed on this screen. It is found in the Variable File. See the system manager if you wish to use this feature.

These instructions present all fields as if they had been selected to display.

There are several options listed at the bottom of the screen. Depending on how the selected customer is set up, some of these options may not be available.

(N)=Next Number	Goes to next customer in numerical order.
(A)=Next Name	Goes to next customer in alphabetical order.
(P)=Previous	Goes to previous customer in numerical order.
(S)=Signatures	Option displays only if there are extra signatures in CM14.D for the selected customer. Shows extra signatures for this customer.
(I)=Item Pricing	Shows pricing and costs for any item you select for this customer.
(C)=Credit Options	Changes credit information. <ul style="list-style-type: none"> <li>- Put On Credit Hold</li> <li>- Take Off Credit Hold</li> <li>- Change Credit Limit Release Code</li> <li>- Change Credit Limit</li> <li>- Credit Notes/History</li> <li>- Credit Contact/Fax#</li> </ul>
(L)=Lien Data	Option displays only if there are lienable invoices entered in the Pre-Lien system.

(D)=Detail

Shows payment and invoice detail for this customer.

(M)=Misc

Option displays only if there is a CM2 record for this customer. Shows CM2.D information:

```
Number  1010.000  F P S, INC. DBA BURGER KING
```

```
Ship To 1
```

```
Ship To 2
```

```
Ship To 3
```

```
Builder's Club Acct
```

```
Email Address
```

```
Cell Phone Number
```

```
Message 1          CALL HOME NOW!!!
```

```
Message 2
```

```
Message 3
```

```
Delivery Zone      288
```

```
Route Difficulty
```

```
Map Code
```

```
<Ent> to Continue
```

<Esc>=Back to Select

Ends this screen and goes back to Enter Customer.

See the *Accounts Receivable User Manual* for a complete explanation of each field and option on this screen (Section 1. A/R Procedures, A/R File Inquiry).

- 6 When you are done viewing the customer, press **Esc** to return to Step 2 to select another customer or end this process.

## Sample Customers

---

<u>Class Codes</u>	<u>Price Levels</u>	<u>Terms Codes</u>
1 Retail	1 Retail	1 Net 10th, 1.5% F/C
2 Large Contractor	3 Retail less 20%	2 2%, 10th Net 30th, 1.5% F/C
		90 C.O.D.

Example 1. Large contractor with jobs (main account)

Terms: 2% 10th Net 30th, 1.5% F/C

Price Level: 3

Customer Class: 2

Tax Code: 1

Salesman: 5

Example 2. Large contractor job #100

Example 3. Retail charge customer

Terms: Net 10th, 1.5% F/C

Price Level: 1

Customer Class: 1

Tax Code: 1

Salesman: 99 (house)

Example 4. Retail cash customer

Terms: Net - Cash (C.O.D.)

Price Level: 1

Customer Class: 1

Tax Code: 1

Salesman: 99 (house)

There is also a blank load form that can be copied and filled out as needed.

## CUSTOMER LOAD FORM

### Example 1. Large contractor with jobs (main account)

1.CUST NO 4140.000                      2.NAME MOUNTAIN TOP CONTRACTORS  
 3.ADDR 1 P.O. BOX 9876                      4.ADDR 2 100 S. MOUNTAIN DRIVE  
 5.ADDR 3 NEWTOWN, CO                      6.ZIP 80101  
 7.PHONE (222)333-4567                      8.CONTACT GEORGE HILL  
 9.TAX NO X54321                      10.A/R GROUP(1-4) 1                      11. A/R TYPE O  
 12.TAX TYPE R                      13.EACH PRICE N                      14.PO REQ Y  
 15.SIGNATURE REQ N                      16.CUST HAS JOBS Y                      17.SAVE HISTORY Y  
 18.SAVE LIEN INFO Y                      19.STORE NO 1                      20.ASSGN REP NO 5  
 21.PRICE LEVEL 3                      22.CLASS 2                      23.CREDIT HOLD 0  
 24.TERMS (1-99) 2                      25.STMT DAY(0-31) 0                      26.TAX CODE 11  
 27.EXTRA CODE 0                      28.CREDIT LIMIT 7500                      29.BID NUMBER \_\_\_\_\_  
 30.OPEN DATE \_\_\_\_\_                      31.CRED LIMIT TYPE J                      32.STMT DETAIL N  
 33.INSTALL PMT \_\_\_\_\_                      34.SS# 666-77-8888                      35.RESALE PRC LVL \_\_\_\_\_  
 36.DELIVERY ZONE \_\_\_\_\_                      37.ROUTE DIFF \_\_\_\_\_                      38.MAP CODE \_\_\_\_\_  
 39.SHIP TO 1 \_\_\_\_\_                      40.SHIP TO 2 \_\_\_\_\_  
 41.SHIP TO 3 \_\_\_\_\_                      42.BUILDER'S CLUB# \_\_\_\_\_  
 43.EMAIL \_\_\_\_\_                      44.CELL PHONE \_\_\_\_\_  
 45.MESSAGE/NOTE1 \_\_\_\_\_  
 46.MESSAGE/NOTE2 \_\_\_\_\_  
 47.MESSAGE/NOTE3 \_\_\_\_\_  
 -----Credit Information -----  
 1.CREDIT CONTACT GEORGE HILL  
 2.FAX NUMBER (222)333-5678

## CUSTOMER LOAD FORM

### Example 2. Large contractor job #100

1.CUST NO <u>4140.100</u>	2.NAME _____	
3.ADDR 1 _____	4.ADDR 2 _____	
5.ADDR 3 _____	6.ZIP _____	
7.PHONE _____	8.CONTACT _____	
9.TAX NO _____	10.A/R GROUP(1-4) _____	11. A/R TYPE _____
12.TAX TYPE _____	13.EACH PRICE _____	14.PO REQ _____
15.SIGNATURE REQ _____	16.CUST HAS JOBS _____	17.SAVE HISTORY _____
18.SAVE LIEN INFO _____	19.STORE NO _____	20.ASSGN REP NO _____
21.PRICE LEVEL _____	22.CLASS _____	23.CREDIT HOLD _____
24.TERMS (1-99) _____	25.STMT DAY(0-31) _____	26.TAX CODE _____
27.EXTRA CODE _____	28.CREDIT LIMIT _____	29.BID NUMBER _____
30.OPEN DATE _____	31.CRED LIMIT TYPE _____	32.STMT DETAIL _____
33.INSTALL PMT _____	34.SS# _____	35.RESALE PRC LVL _____
36.DELIVERY ZONE _____	37.ROUTE DIFF _____	38.MAP CODE _____
39.SHIP TO 1 <u>LOT 100</u>	40.SHIP TO 2 <u>MEADOW RIDGE SUBDIV.</u>	
41.SHIP TO 3 <u>717 MEADOW CIRCLE</u>	42.BUILDER'S CLUB# _____	
43.EMAIL _____	44.CELL PHONE _____	
45.MESSAGE/NOTE1 _____		
46.MESSAGE/NOTE2 _____		
47.MESSAGE/NOTE3 _____		
-----Credit Information -----		
1.CREDIT CONTACT _____		
2.FAX NUMBER _____		



## CUSTOMER LOAD FORM

### Example 3. Retail charge customer

1.CUST NO 1090.000                      2.NAME ADAMS/FRANK  
 3.ADDR 1 \_\_\_\_\_ 4.ADDR 2 2222 RIVERSIDE  
 5.ADDR 3 NEWTOWN, CO                      6.ZIP 80101  
 7.PHONE (222)444-6789                      8.CONTACT FRANK ADAMS  
 9.TAX NO \_\_\_\_\_ 10.A/R GROUP(1-4) 1                      11. A/R TYPE O  
 12.TAX TYPE R                      13.EACH PRICE Y                      14.PO REQ N  
 15.SIGNATURE REQ N                      16.CUST HAS JOBS N                      17.SAVE HISTORY N  
 18.SAVE LIEN INFO Y                      19.STORE NO 1                      20.ASSGN REP NO 99  
 21.PRICE LEVEL 1                      22.CLASS 1                      23.CREDIT HOLD 0  
 24.TERMS (1-99) 1                      25.STMT DAY(0-31) 0                      26.TAX CODE 1  
 27.EXTRA CODE 0                      28.CREDIT LIMIT 1000                      29.BID NUMBER \_\_\_\_\_  
 30.OPEN DATE \_\_\_\_\_ 31.CRED LIMIT TYPE 0                      32.STMT DETAIL N  
 33.INSTALL PMT \_\_\_\_\_ 34.SS# 555-44-3333                      35.RESALE PRC LVL \_\_\_\_\_  
 36.DELIVERY ZONE \_\_\_\_\_ 37.ROUTE DIFF \_\_\_\_\_ 38.MAP CODE \_\_\_\_\_  
 39.SHIP TO 1 \_\_\_\_\_ 40.SHIP TO 2 \_\_\_\_\_  
 41.SHIP TO 3 \_\_\_\_\_ 42.BUILDER'S CLUB# \_\_\_\_\_  
 43.EMAIL \_\_\_\_\_ 44.CELL PHONE \_\_\_\_\_  
 45.MESSAGE/NOTE1 \_\_\_\_\_  
 46.MESSAGE/NOTE2 \_\_\_\_\_  
 47.MESSAGE/NOTE3 \_\_\_\_\_  
 -----Credit Information -----  
 1.CREDIT CONTACT FRANK ADAMS  
 2.FAX NUMBER (222)444-6790

## CUSTOMER LOAD FORM

### Example 4. Retail cash customer

1.CUST NO 1.000                      2.NAME CASH SALES  
 3.ADDR 1 \_\_\_\_\_ 4.ADDR 2 \_\_\_\_\_  
 5.ADDR 3 \_\_\_\_\_ 6.ZIP \_\_\_\_\_  
 7.PHONE \_\_\_\_\_ 8.CONTACT \_\_\_\_\_  
 9.TAX NO \_\_\_\_\_ 10.A/R GROUP(1-4) 1      11. A/R TYPE 0  
 12.TAX TYPE R      13.EACH PRICE Y      14.PO REQ N  
 15.SIGNATURE REQ N      16.CUST HAS JOBS N      17.SAVE HISTORY N  
 18.SAVE LIEN INFO N      19.STORE NO 1      20.ASSGN REP NO 99  
 21.PRICE LEVEL 1      22.CLASS 1      23.CREDIT HOLD 0  
 24.TERMS (1-99) 90      25.STMT DAY(0-31) 0      26.TAX CODE 1  
 27.EXTRA CODE \_\_\_\_\_ 28.CREDIT LIMIT \_\_\_\_\_ 29.BID NUMBER \_\_\_\_\_  
 30.OPEN DATE \_\_\_\_\_ 31.CRED LIMIT TYPE \_\_\_\_\_ 32.STMT DETAIL N  
 33.INSTALL PMT \_\_\_\_\_ 34.SS# \_\_\_\_\_ 35.RESALE PRC LVL \_\_\_\_\_  
 36.DELIVERY ZONE \_\_\_\_\_ 37.ROUTE DIFF \_\_\_\_\_ 38.MAP CODE \_\_\_\_\_  
 39.SHIP TO 1 \_\_\_\_\_ 40.SHIP TO 2 \_\_\_\_\_  
 41.SHIP TO 3 \_\_\_\_\_ 42.BUILDER'S CLUB# \_\_\_\_\_  
 43.EMAIL \_\_\_\_\_ 44.CELL PHONE \_\_\_\_\_  
 45.MESSAGE/NOTE1 \_\_\_\_\_  
 46.MESSAGE/NOTE2 \_\_\_\_\_  
 47.MESSAGE/NOTE3 \_\_\_\_\_  
 -----Credit Information -----  
 1.CREDIT CONTACT \_\_\_\_\_  
 2.FAX NUMBER \_\_\_\_\_

CUSTOMER LOAD FORM
--------------------

1.CUST NO _____	2.NAME _____	
3.ADDR 1 _____	4.ADDR 2 _____	
5.ADDR 3 _____	6.ZIP _____	
7.PHONE _____	8.CONTACT _____	
9.TAX NO _____	10.A/R GROUP(1-4) _____	11. A/R TYPE _____
12.TAX TYPE _____	13.EACH PRICE _____	14.PO REQ _____
15.SIGNATURE REQ _____	16.CUST HAS JOBS _____	17.SAVE HISTORY _____
18.SAVE LIEN INFO _____	19.STORE NO _____	20.ASSGN REP NO _____
21.PRICE LEVEL _____	22.CLASS _____	23.CREDIT HOLD _____
24.TERMS (1-99) _____	25.STMT DAY(0-31) _____	26.TAX CODE _____
27.EXTRA CODE _____	28.CREDIT LIMIT _____	29.BID NUMBER _____
30.OPEN DATE _____	31.CRED LIMIT TYPE _____	32.STMT DETAIL _____
33.INSTALL PMT _____	34.SS# _____	35.RESALE PRC LVL _____
36.DELIVERY ZONE _____	37.ROUTE DIFF _____	38.MAP CODE _____
39.SHIP TO 1 _____	40.SHIP TO 2 _____	
41.SHIP TO 3 _____	42.BUILDER'S CLUB# _____	
43.EMAIL _____	44.CELL PHONE _____	
45.MESSAGE/NOTE1 _____		
46.MESSAGE/NOTE2 _____		
47.MESSAGE/NOTE3 _____		
-----Credit Information -----		
1.CREDIT CONTACT _____		
2.FAX NUMBER _____		

## Accounts Receivable Exercises

---

The following exercises are intended to test your knowledge of the A/R customer files and how certain features are set up.

Each of the 8 problems has a specific solution which can be found in Appendix B. Self-check at the end of the exercises.

1. Add an account to track COD deliveries.
2. Add a new charge account for Angie Smith Construction. The address is 3215 South Division Street. This account has 2% 10<sup>th</sup> terms, regular state tax, contractor class, regular retail price, and is a house account. The bookkeeper has indicated his preference to have separate statements for each job.
3. Add two job accounts for Angie Smith Construction. The first one is for Lot 31 - Maple Woods and the second is for Lot 45 - Tall Oaks.
4. The bookkeeper from Angie Smith Construction calls to give you their new mailing address. They now have a P.O. Box 3526 in addition to their street address. Change the accounts to have the new mailing address.
5. Print a name and address list for customer numbers 1 through 150.
6. Add a terms code. This terms code will allow 2% discount if paid by the 10<sup>th</sup>, net is due on the 25<sup>th</sup>. It will also apply a late charge of 18% (annual) beginning on 1-30 days past due.
7. Add a tax code. The G/L account is 2380 and the tax is 5%.
8. Change the credit limit type field on the main account for Angie Smith Construction to use T (total job balances plus on order amount plus account balances) to see if limit has been exceeded.

## Chapter 5. Inventory

### Inventory Overview

This overview is divided into 2 sections to give you some background information before you organize your inventory information:

<b>Objectives for Inventory</b>	Helps you understand the objectives of the inventory module and the tasks necessary for accomplishing those objectives.
<b>Inventory Files</b>	Shows you the files affected during the initial file set up for Inventory as well as the other inventory files that will be used once you are set up and running.

### Objectives for Inventory

1. **Organize inventory departments, groups, and sections.**
2. **Determine numbering system for inventory items.**
3. **Understand key values for inventory items.**
4. **Add inventory items.**
5. **Load costs and prices.**


In order to achieve this general objective, you must accomplish specific tasks in a logical order. Inasmuch as the inventory system needs to accommodate large amounts of data, you will want to organize the information carefully from the beginning.

The major tasks to getting inventory running are organizing inventory, adding inventory item information, and loading costs and prices. Each task breaks down into smaller projects. Following is an outline of the tasks. You will find more detailed instructions later in the section “Getting Inventory Started.”

### 1 ORGANIZING INVENTORY

#### ➤ PREPARATION

- 1 Determine numbering system for departments, groups, and sections.
- 2 Understand the structure of the item number.

 **NOTE:** If you ordered a file conversion for inventory, this may be done for you automatically depending on whether or not it can be converted.

#### ➤ DATA LOAD

- 1 Enter department descriptions.
- 2 Enter group and section descriptions.

## 2 ADDING INVENTORY ITEM INFORMATION

### ➤ PREPARATION

- 1 Understand the key fields of the basic inventory data: item number, catalog number, manufacturer's (mfg) number, short description, item description, unit description, C or M pricing, item type, price basis, market cost basis, conversion factor, and expected gross margin.

### ➤ DATA LOAD

- 1 Enter all items either from a load tape made during a file conversion, the commodities list, or manually. Each item has an item number, catalog number and item description as well as other key fields, which further define the item. This information is stored in the Inventory Static File (IM1).
- 2 Refine the inventory file by changing and/or deleting items.
- 3 Print an item list and check work.
- 4 If needed, make corrections as determined from the item list.

## 3 LOADING COSTS & PRICES

### ➤ PREPARATION

- 1 Determine the price levels you will use. There are 9 available for regular pricing (1-9) plus 90 others (10-99) for matrix pricing. Not all 99 price levels need to be used. Usually 2 or 3 levels are adequate. Price levels are coordinated with A/R customers. If you have Accounts Receivable running, refer to the price levels you assigned there.
- 2 Determine List/Base and Price Adjustments 1-9 for each item.
- 3 Determine average, last, and market costs for each item.

### ➤ DATA LOAD

- 1 Enter List/Base and Price Adjustments 1-9 for each item using Price/Adjustment Changes. This information is stored in the Inventory Store File (IM2).
- 2 Enter average, last, and market costs for each item using Copy from Field to Field. This information is also stored in the Inventory Store File (IM2).
- 3 Do an inventory file inquiry or print a price book to check prices and costs.
- 4 If needed, make corrections as determined by the inquiry or price book.

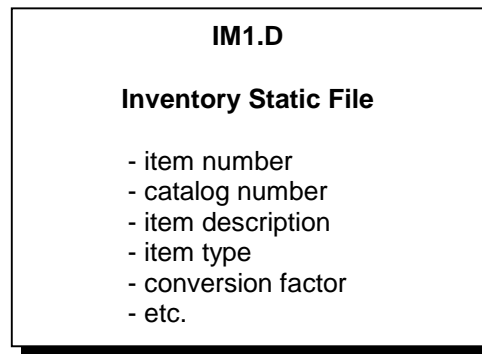
The big payoff for following this procedure will be:

- 1. Inventory sales reports are much more accurate.**
- 2. Inventory departments, groups, and sections are organized.**
- 3. Inventory items are well prepared.**
- 4. Costs and prices are set up.**
- 5. Future items fit easily into the correct group and section.**
- 6. Bid and matrix pricing are much more effective and organized.**
- 7. Suggested ordering is much easier and effective.**

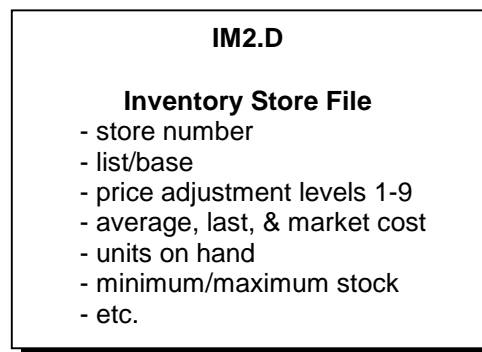
## Inventory Files

Inventory information is stored and processed using several different files. These files will be built already for you when your system arrives, ready for you to begin entering inventory data (unless you are doing a file conversion in which case you will work directly with the implementation specialist to refine the inventory data). Each file contains very specific information that is used by the system when performing certain functions.

When you are getting started in inventory, you will be entering item information in two main inventory files, the Inventory Static File (IM1.D) ) and the Inventory Store File (IM2.D). )



As the name implies, the Inventory Static File (IM1.D) contains information for each inventory item that remains constant or static such as the information shown in the illustration above. In addition, it contains set up values for other features of inventory, POS (Point of Sale) and Purchasing. There is one record per item.



On the other hand, the Inventory Store File (IM2.D) contains information, which changes for each item by store location such as prices, costs, quantities on hand, on order, on reserve, and month-to-date and year-to-date sales analysis. There is one record per item per store. If you are running with multiple stores, IM2.D will be larger than IM1.D

The other files in inventory serve other functions:



**REGULAR PROCESSING****OM3.D  
Inventory  
Adjustments File**

- store #, batch #, card #, item #
- adjustment type
- price/cost changes
- quantity change
- etc.

**IMD.D  
Delete Items by  
Batch File**

Holds item numbers to be deleted through Delete Items by Batch routine.

**PRICING****OM7.D  
Price Maintenance  
by Batch**

Holds future price changes by item before making them effective in IM2.D.

**BH0.D  
Bid/Spiff/Matrix  
Header File**

Holds heading information for all bids, spiffs, and matrix pricing.:

- sale beginning and ending dates
- bid expiration

**BD0.D  
Bid/Spiff/Matrix  
Detail File**

Holds items on sale (spiff) and items quoted a special price to a customer on a bid. Also holds matrix prices 10-99.

**INVENTORY HISTORY/RANKING****IM3.D  
13-Month History**

Either:  
13 months units sold & purchased  
Or:  
26 months units sold

Updated at month

**IMH.D  
Revolving History**

Last 16 months of:

- YTD sales
- YTD cost of sales
- average inventory value

Updated at month

**IM12.D  
13-Month Transfer  
History**

Adds during POS update:

- MTD & YTD units/cost/sales transferred
- Periods 1-13 units transferred

Month end shifts data to previous period

**IM8ss.D  
Inventory Rank File  
(ss=store #)**

Created automatically when items ranks are calculated:

- average margin
- sales
- GMROI

**PHYSICAL COUNT****IM7ss.D  
Count Sheets  
Count Transactions  
(ss=store #)**

- count date
- count quantity
- count cost
- etc.

Deleted when next count file is built

**IM7H.D  
Inventory Count  
History File**

Contains the same information as IM7ss.D as well a count update date for history purposes.

**TM2.D  
Count by  
Count Tags**

- count date
- count quantity
- count cost
- tally by length
- location

### OTHER INVENTORY OPTIONS

#### **BC1.D Bar Code File**

- item number
- UPC code

#### **SN0.D Serial Number File**

Holds detail for serial number items with tracking information for when they are sold and received.

#### **IM9.D Multiple Locations**

Holds multiple locations codes by item number.

- store number
- location
- item number

#### **IM4.D Fabrication Production Master**

Holds components of fab type C items as a batch. The components are reduced from stock when the item is produced, not sold like fab types A & B.

#### **IM5.D Fabrication Master**

Holds components of fab types A & B. The components are reduced from stock when the item is sold.

#### **OM9.D Remanufacturing Transactions**

Holds transactions from Reman system (inbound goods, processes, outbound goods). Updates to OM3.D (Inventory Adjustments File) for posting to G/L.

#### **TR0.D Tag Header**

Holds heading information for tag items.

Updated when receiving tag items through P.O. & Receiving.

#### **TR1.D Tag Detail**

Holds tallies and quantities for each tag item.

- original qty
- committed qty
- sold/reman qty

#### **TS0.D Sold or Reman/Committed Tag Header**

Holds heading information for sold tags and tags committed for Order Entry or remanufacturing.

#### **TS1.D Sold or Reman/Committed Tag Detail**

Holds tallies and quantities for each sold and committed tag item.

### MISCELLANEOUS FILES

#### **IM10.D Associated Items**

Holds a list of items that can be displayed at POS when certain items are selected on a ticket.

#### **IMC.D Item Number Change File**

Contains item number changes as a batch and allows you to edit the changes before updating the items throughout the inventory and sales files.

#### **FL1.D Fineline Class File**

Holds templates of inventory item set ups to be used by default when adding new inventory items.

#### **ISM.D Stock Movement File**

Tracks the movement of inventory stock. Holds a record for each item per transaction showing quantity, cost, and value that was added to or subtracted from.

## Getting Inventory Started

The following pages will help you begin gathering inventory item information. You will be collecting and determining general information such as item numbers, catalog numbers, and so forth. This is an excellent time to effectively organize your inventory.

*Getting Inventory Started* is your guide to beginning work with the inventory system. In this section, you will find instructions for:

<b>Numbering Inventory</b>	Helps you understand the function of the item number and how it is used to organize your inventory into groups and sections. Also discusses departments and miscellaneous items.
<b>Getting Into Inventory</b>	Shows you how to get into the <b>INVENTORY MENU</b> for getting started on the computer.
<b>Entering Dept., Group, &amp; Section Descriptions</b>	Shows you how to enter the department, group, and section descriptions in the Variable File.
<b>Basic Inventory Data</b>	Helps you understand the basic elements or fields of your inventory file.
<b>Adding Items</b>	Shows you how to enter the basic inventory data into the computer.
<b>Changing Item Information</b>	Shows you how to change the basic inventory data if you need to make corrections.
<b>Printing Items</b>	Shows you how to print a report to check your entries.
<b>Deleting Items</b>	Shows you how to delete items if they are incorrect so you can enter them again correctly or if they need to be removed from the commodity list, supplier load file, or a file conversion.
<b>Costs &amp; Prices</b>	Discusses the cost options--average, last, and market. Explains the relationship between List/Base, price adjustments, and price basis. Shows you how to load costs and prices into the Inventory Store File (IM2.D).
<b>Inventory Inquiry</b>	Shows you how to perform an inquiry on any inventory item, displaying it on the screen. Also explains how to search for and select an item.
<b>Sample Items</b>	Presents 7 different items and how they are set up using the Add New Items screen.

## Numbering Inventory

Your new computer can do many important things for you including presenting a clear and accurate picture of your inventory. Setting up and organizing your inventory files is a major part of obtaining accurate reports. You should take great care in organizing and structuring your inventory. The way you set up your inventory items affects POS (Point of Sale), sales analysis, inventory maintenance and control, reports, pricing (including matrix pricing), and G/L distribution. You can see the impact that inventory organization has on other aspects of your system.

The Dimensions system helps you organize your inventory items by assigning each item a number. Every product you buy and sell has an item number. If you have 60,000 items in your store, it would be impractical to start with number 1 and end with number 60000. So Dimensions has designed the item number to function as an organizational tool for inventory. The item number has some specific characteristics:

- Required for all items
- 8 digits long, all numeric
- No alphabetic characters allowed ("A" or "B", etc.)
- No punctuation marks allowed ("-" or "/", etc.).
- No spaces allowed
- No duplicates allowed
- Consists of 3 parts:

**Group** = first 2 digits. You can have up to 99 groups (01-99).

**Section** = next 2 digits. You can have up to 99 sections (01-99) within each group.

**Unique Number** = last 4 digits. Keeps a logical sequence.

G	G	S	S	U	U	U	U
1	0	0	1	0	0	0	2

(Group 10, section 01, unique number 0002).

The most significant part of organizing your items is to plan your groups and the sections within each group.

## Groups


Groups represent the major categories of items you buy and sell. Group numbers are 2 digits long. You can have up to 99 groups. Here is a sample list of inventory groups. These groups are used with the commodity list and most file conversions.

<b>SAMPLE INVENTORY GROUPS</b>
--------------------------------

10	HARDWARE	42	MISC. & MISCODED ITEMS
11	HEAVY HARDWARE	51	DIMENSIONAL LUMBER
12	HAND TOOLS	52	TIMBERS
13	POWER TOOLS & ACCESSORIES	53	BOARDS
14	ELECTRICAL	54	CEDAR
15	PLUMBING & HEATING	55	REDWOOD
16	PAINT	56	TREATED & STAINED LUMBER
17	PAINT SUNDRIES	57	HARDWOOD LUMBER
18	LAWN & GARDEN	58	PLYWOOD/WAFERBOARD
19	CLEANING SUPPLIES	59	MANUFACTURED PANELS
20	MOULDINGS & EDGINGS*	60	MANUFACTURED STRUCTURAL
21	HOUSEWARES	61	MISC. WOOD PRODUCTS
22	AUTOMOTIVE	62	MOLDINGS
23	FARM GOODS	63	CONSTRUCTION METALS
24	SPORTING GOODS	64	HEAVY HARDWARE
25	WALL COVERINGS	65	FASTENERS
26	FLOORING	66	INSULATION
27	INTERIOR WALL PRODUCTS*	67	GYPSON PRODUCTS
31	SHEATHINGS & SIDINGS*	68	MASONRY PRODUCTS
32	LUMBER*	69	ROOFING
33	BULDING MATERIALS*	70	SIDINGS & FACIA
34	INSULATION*	71	INTERIOR COVERINGS
35	ROOFING*	72	MILLWORK
36	DOORS*	73	DOORS
37	ROCK PRODUCTS	74	WINDOWS
38	WINDOWS*	90-97	RESERVED
39	OTHER MILLWORK	98	RESERVED-DIRECTS
40	STORE SUPPLIES	99	RESERVED
41	FASTENERS*		

\*Temporary holding groups for some file conversions and buying groups. Items in these groups can be rearranged later into the standard groups 51-74.

Usually not all groups are used. You will notice a few gaps in the numbering on the sample list. This allows you to add new inventory groups later into the appropriate part of your inventory. The most common practice is using the first 49 groups of inventory for hard-ware items and using groups 51-99 for commodity or yard items.

 **NOTE:** You are not required to use this group number scheme. However, the standard commodity list and G/L chart of accounts that come with your system use this group list.

Since the groups can be designed any way you like, the group names must be defined so reports are more meaningful. Most inventory reports are subtotaled by group. Group names are set up in the Variable File, Group Information. You will do this later in *Entering Dept, Group, and Section Descriptions*.

The groups themselves can be combined into departments for sales reporting purposes. A department number is assigned each group. Then the department descriptions are defined in the Variable File, Misc. Descriptions. You will do this later in *Entering Dept, Group, and Section Descriptions*.

### SAMPLE INVENTORY DEPARTMENTS

1	LUMBER	4	LABOR-OVERHEAD-REMAN
2	HARDWARE	5	DIRECT SALES

3 HAND TOOLS

6 NON-COMMODITY INVENTORY

You will see the use of groups quite frequently throughout the system. Whenever you see it, it refers to the first 2 digits of the item number specifying a major category of items. The most significant uses of groups are:

1. Sales Analysis by Group Report - shows the sales, cost, and margin by group.
2. Sales Analysis Reports by various entities:
  - ♦ Customer Class by Group - shows what different types of customers are buying by group.
  - ♦ Assigned Sales Rep by Group - shows what assigned salesmen are selling by group (can be used to figure commissions).
  - ♦ Written By Sales Rep by Group - shows what written by salesmen are selling by group.
  - ♦ Customer by Group - shows what individual customers are buying by group.
3. General Ledger Distribution - organize financial statements to show sales and cost of sales by inventory group.
4. Matrix and bid pricing.
5. Spiff (sale) pricing.
6. Suggested orders.

### Sections

Sections can further subdivide similar items within each group. The second two digits of the item number represent the section. You can have up to 99 sections per group. Most inventory reports are subtotaled by section and then by group. The short description sometimes represents a section.

Sections are useful to break down groups such as dimensional lumber because there are many types and grades of lumber. For example, group 51, DIMENSIONAL LUMBER, might have the following sections:


<b><u>SECTION</u></b>	<b><u>DESCRIPTION</u></b>
01	STUDS-DIM.
03	DOUG FIR-DIM.
05	HEM FIR-DIM.
07	FIR LARCH-DIM.
09	SPRICE/PINE/FIR-DIM.
11	SO. YELLOW PINE-DIM.
13	WHITE WOOD-DIM.
15	MIXED SPECIES-DIM.
17	STRESS RATED-DIM.
99	MISC. DIMENSIONAL

And group 74, WINDOWS, might have the following sections:

<b>SECTION</b>	<b>DESCRIPTION</b>
01	WOOD WINDOWS
03	VINYL WINDOWS
05	METAL WINDOWS
99	MISC. WINDOWS

As with group numbers, section numbers need not be sequential. This allows for future sections to be added.

Since the sections can be designed any way you like, the section descriptions should be defined so reports are more meaningful. Section descriptions are set up in the Variable File, Group Information. You will do this later in *Entering Dept, Group, and Section Descriptions*.

 **NOTE:** "Section descriptions" are used in inventory reports when they subtotal a group and/or section. They are entered in the Variable File. "Short descriptions" can be assigned each item and are used when searching for items at POS, Purchasing/ Receiving, and file inquiries. They are entered in the Inventory Static File (IM1.D).

For a sample section list, see the Sample Group/Section Map on page 154.

### Unique Numbers

Item numbers are unique and can only be used once. No two items can have the same item number. Where the first 4 digits of the item number (group and section) allow you to categorize items, the last 4 digits allow you to make each item number unique. The unique number can be used two different ways--numbering dimensional lumber items and numbering non-lumber items.

#### Dimensional Lumber

When you are setting up each grade or species of lumber, the first six digits of the item number are the same. The first two are the group, the next two are the section, and the next 2 are the width. The last 2 digits specify the length. The random length item (type 2) has "00" for the length.

For example: Group 51 (lumber), section 05 (hem fir), width 4"

<b>ITEM NUMBER</b>	<b>DESCRIPTION</b>
51050400	2x4 RL Hem Fir
51050408	2x4-08' Hem Fir
51050410	2x4-10' Hem Fir
51050412	2x4-12' Hem Fir
51050414	2x4-14' Hem Fir
51050416	2x4-16' Hem Fir
etc.	

The last two digits must always be the length. This is used POS and Receiving to relieve and receive the appropriate lengths.

#### Non-Lumber Items

You can set up the unique number system in any manner to accommodate non-lumber items. Take into consideration the following:

- Number according to size, such as drill bits or screwdrivers, starting with low item numbers for small items and increasing the item number as the item gets bigger.
- Increment the item number by 5 or 10 so you can insert new items later in the appropriate area.

#### Miscellaneous Items

Every group must have 2 miscellaneous type items as the last 2 item numbers in the group (i.e., **34999998** and **34999999**). These items would be set up as non-perpetual and allow you to enter the description and price at POS. One miscellaneous item requires you to enter a cost and the other will calculate a cost automatically. They can also be set up at the section level. Then if you try to sell an item with no item number set up yet, you can sell it as the miscellaneous item for the appropriate group/section and still get a fairly accurate sales analysis by group. However, no quantities are relieved or tracked.



**IMPORTANT:**

Once you are maintaining a perpetual inventory for the items within a group or section, the miscellaneous item number should only be used for special order items.



### Sample Group/Section Map

The following table shows how groups and sections are set up with the standard commodity list.

Dept #/Desc	Group #	Group Description	Section #	Section Description
	10	HARDWARE		
	11	HEAVY HARDWARE		
	12	HAND TOOLS		
	13	POWER TOOLS & ACC.		
	14	ELECTRICAL		
	15	PLUMBING & HEATING		
	16	PAINT		
	17	PAINT SUNDRIES		
	18	LAWN & GARDEN		
	19	CLEANING SUPPLIES		
	20	MOLDINGS & EDGINGS*		
	21	HOUSEWARES		
	22	AUTOMOTIVE		
	23	FARM GOODS		
	24	SPORTING GOODS		
	25	WALL COVERINGS		
	26	FLOORING		
	27	INTERIOR WALL PRODUCTS*		
	31	SHEATHINGS & SIDINGS*		
	32	LUMBER*		
	33	BUILDING MATERIALS*		
	34	INSULATION*		
	35	ROOFING*		
	36	DOORS*		
	37	ROCK PRODUCTS*		
	38	WINDOWS*		
	39	OTHER MILLWORK		
	40	STORE SUPPLIES		
	41	FASTENERS*		
	42	MISC. & MISCODED ITEMS		
1-Lumber	51	DIMENSIONAL LUMBER	01	Studs - Dim.
			03	Doug Fir - Dim.
			05	Hem Fir - Dim.
			07	Fir Larch - Dim.
			09	Spruce/Pine/Fir - Dim.
			11	So. Yellow Pine - Dim.
			13	White Wood - Dim.
			15	Mixed Species - Dim.
			17	Stress Rated - Dim.
			99	Misc. Dimensional
1-Lumber	52	TIMBERS	01	Douglas Fir - Timbers
			03	Hem Fir - Timbers
			05	Fir Larch - Timbers

\*Temporary holding groups for some file conversions and buying groups. Items in these groups can be rearranged later into the standard groups 51-74.

Cont.

Dept #/Desc	Group #	Group Description	Section #	Section Description
			07	Spruce/Pine/Fir - Timbers
			09	So. Yellow Pine - Timbers
			11	White Wood - Timbers
			13	Mixed Species - Timbers
			15	Ponderosa Pine - Timbers
			17	Sugar Pine - Timbers
			19	Stress Rated - Timbers
			99	Misc. Timbers
1-Lumber	53	BOARDS	01	Douglas Fir - Boards
			03	Hem Fir - Boards
			05	Fir Larch - Boards
			07	Spruce/Pine/Fir - Boards
			09	So. Yellow Pine - Boards
			11	White Wood - Boards
			13	Mixed Species - Boards
			15	Engleman Spruce - Boards
			17	Ponderosa Pine - Boards
			19	Idaho White Pine - Boards
			21	Sitka Spruce - Boards
			23	Sugar Pine - Boards
			25	Spruce Pine - Boards
			99	Misc. Boards
1-Lumber	54	CEDAR	01	Western Red Cedar
			03	Alaska Yellow Cedar
			05	Inland Red Cedar
			07	Port Orford Cedar
			09	Western Cedar
			11	Cedar Fencing
			13	Aromatic Cedar
			99	Misc. Cedar
1-Lumber	55	REDWOOD	01	Redwood
			03	Redwood Fencing
			99	Misc. Redwood
1-Lumber	56	TREATED & STAINED LBR		
1-Lumber	57	HARDWOOD LUMBER		
1-Lumber	58	PLYWOOD/WAFERBOARD	01	Softwood Plywoods
			03	Hardwood Plywoods
			05	Waferboards
			07	Plywood Sidings
			09	Pre-cut Plywood
			99	Misc. Plywood
1-Lumber	59	MFD. PANELS	01	Particleboard-Mfd. Panels
			03	Hardboards - Mfd. Panels
			05	Sidings - Mfd. Panels
			99	Misc. Mfd. Panels
1-Lumber	60	MFD. STRUCTURAL	01	Beams - Mfd. Structural
			03	Dimensional - Mfd. Structural
			05	Trusses - Mfd. Structural
			07	Boards - Mfd. Structural
			99	Misc. Mfd. Structural

Cont.

Dept #/Desc	Group #	Group Description	Section #	Section Description
1-Lumber	61	MISC. WOOD PRODUCTS		
1-Lumber	62	MOLDINGS	01	Wood Moldings
			03	Manufactured Moldings
			05	Prefinished Moldings
			07	Specialty Moldings
			99	Misc. Moldings
	63	CONSTRUCTION METALS	01	Framing Metals & Hangers-CM
			03	Metal Studs & Beams-CM
			99	Misc. Construction Metals
	64	HEAVY HARDWARE	01	Wires & Mesh-HH
			03	Reinforcing Mesh & Rebar-HH
			05	Fencing-HH
			07	Raingutter-HH
			99	Misc. Heavy Hardware
	65	FASTENERS	01	Nails - Fasteners
			03	Power Nails - Fasteners
			05	Screws & Bolts - Fasteners
			07	Anchors - Fasteners
			99	Misc. Fastners
	66	INSULATION	01	Rolled Insulation
			03	Panel Insulation
			05	Blowing & Pour Insulation
			99	Misc. Insulation
	67	GYPSUM PRODUCTS	01	Wallboards - Gypsum
			03	Compounds/Metals/Tapes-Gyp
			99	Misc. Gypsum Products
	68	MASONRY PRODUCTS	01	Cement & Bag Mixes-MP
			03	Additives & Compounds-MP
			05	Form Materials-MP
			07	Block & Brick-MP
			99	Misc. Masonry Products
	69	ROOFING	01	Asphalt Roofing
			03	Wood Roofing
			05	Roofing Metals & Flanges
			07	Metal Roofing
			09	Roof Compounds & Adhesives
			99	Misc. Roofing
	70	SIDINGS & FACIA	01	Metal Sidings & Fascia
			03	Vinyl Sidings & Fascia
			05	Wood Sidings & Fascia
			99	Misc. Siding & Fascia
	71	INTERIOR COVERINGS	01	Interior Wall Panels-Int. Cov.
			03	Ceiling Tile & Access.-Int. Cov.
			05	Counter & Sill Coverings-Int. Cov.
			07	Wallpaper & Access.-Int. Cov.
			09	Window Coverings-Int. Cov.
			99	Misc. Interior Coverings
	72	MILLWORK	01	Cabinets-Millwork
			03	Stair Parts & Access.-Millwork
			99	Misc. Millwork

Dept #/Desc	Group #	Group Description	Section #	Section Description
	73	DOORS	01	Interior Wood Doors
			03	Exterior Wood Doors
			05	Door Frames & Jambs
			07	Storm & Screen Doors
			09	Metal Doors
			11	Garage Doors
			99	Misc. Doors
	74	WINDOWS	01	Wood Windows
			03	Vinyl Windows
			05	Metal Windows
			99	Misc. Windows
	90	RESERVED		
	91	RESERVED		
	92	RESERVED		
	93	RESERVED		
	94	RESERVED		
	95	RESERVED		
	96	RESERVED		
	97	RESERVED		
	98	RESERVED-DIRECTS		
	99	RESERVED		



## Getting into Inventory

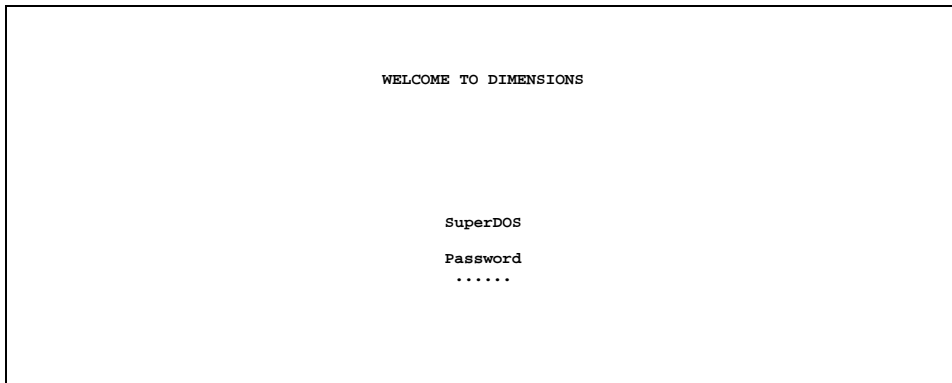
---

Now you are ready to start entering this information on the computer. Before beginning, you should be familiar with the following concepts:

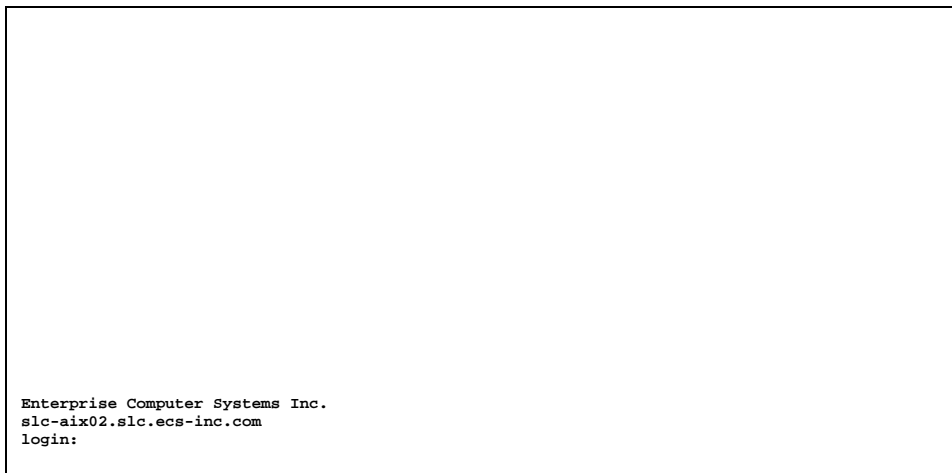
- ◆ Passwords
- ◆ Menus
- ◆ Keyboard & Keys

If you are not familiar with these or wish to review them, see Chapter 2, System Training.

- 1 For SuperDOS systems, start at the **PASSWORD** screen:



Or for Unix systems, start at the login screen:



Sign on with the password/login provided by your Dimensions support analyst or installer.

## 2 The computer displays the DIMENSIONS MAIN MENU:

DIM11 DATA	=== DIMENSIONS MAIN MENU ===	11.0
1. Sales 2. Inventory 3. Accounts Receivable 4. Purchasing & Receiving 5. Accounts Payable 6. General Ledger 7. Day End/Month End/Year End 8. System Manager 9. Other Options		

Enter **2** for **Inventory** and press **Enter**.

## 3 The computer displays the INVENTORY MENU:

DIM11 DATA	=== INVENTORY ===	11.0
1. File Inquiry 2. File Maintenance 3. Inventory Reports 4. Pricing 5. Inventory Adjustments 6. Physical Count 7. Inventory Management 8. Other Inventory Options 9. Inventory Variable File 10. Inventory Special Maintenance		

You have these options from this menu:

- |                                 |   |
|---------------------------------|---|
| <b>1. File Inquiry</b>          | Perform inquiry on any inventory item.  |
| <b>2. File Maintenance</b>      | Add new items to all appropriate files. Change or delete existing items.  |
| <b>3. Inventory Reports</b>     | Print item reports to check data.   |
| <b>4. Pricing</b>               | Maintain pricing, print price books, price stickers and other pricing reports, and maintain matrix, bid, and spiff pricing. |
| <b>5. Inventory Adjustments</b> | Enter inventory adjustments such as cutting, substitution, scrap, shrinkage, etc.   |

<b>6. Physical Count</b>	Enter physical count information. Physical count can be done annually, quarterly, monthly, or any other cycle.
<b>7. Inventory Management</b>	Perform management functions dealing with inventory information such as calculating min/max/EOQ, calculating item ranks, creating manual stock checks, and printing management reports (Stock Movement, Sales Exceptions, Sales Analysis, Item Ranking, Obsolete Inventory, Group and Item Performance, and Daily Sales by Item).
<b>8. Other Inventory Options</b>	Accesses other systems within the inventory module (bar codes, fabrication, multiple locations, and serial numbers). Also used if you purchase other optional inventory software.
<b>9. Inventory Variable File</b>	Enter set up information to customize your inventory system.
<b>10. Inventory Special Maintenance</b>	Allows access to special maintenance functions. Security protected access.



## Entering Department, Group, & Section Descriptions

- 1 From the **INVENTORY MENU** shown above, enter **9** for **Inventory Variable File**. Remember to press **Enter** after making your selection.
- 2 Select **2** for **Descriptions**.
- 3 The computer displays the **Inventory Descriptions Menu**:

DSVM0302 Rev11.0.1	Inventory Descriptions	DIM11 DATA	Date mm/dd/yy Port 43 Store 01
Store Number 1			
Choose Selection:			
<div style="border: 1px dashed black; padding: 5px;"> 1. Group Information  2. Section Descriptions  3. Department Descriptions    98. Change Store </div>			
<Esc>=End			

From this menu, you will enter department descriptions first, then group information, and the section descriptions.

### Steps 4-10: Department Descriptions

- 4 From the **Inventory Descriptions Menu**, select **3** for **Department Descriptions**.
- 5 The computer displays the **Department Descriptions screen**:

DSVM0302 Rev11.0.1	Department Descriptions	DIM11 DATA	Date mm/dd/yy Port 38 Store 01
<div style="border: 1px dashed black; padding: 10px;"> 1. Department Number (1-99) 0  2. Description </div>			
Last Used Department Number: 99			
<Esc>=End    <Tab>=Go Forward One Field    <F1>=Help			

The cursor is positioned at **1. Department Number (1-99)**. If there are some department descriptions entered already, the last used number is also displayed. Enter the department number you wish to add or change. See page 150 for more information on department number.

- 6 If you entered an existing department number, the computer asks:

(C)hange	(D)elete	(N)ext	(P)revious	(E)nd
----------	----------	--------	------------	-------

You have the following options:

(C)hange	Allows you to change the displayed department.
(D)elete	Allows you to delete the displayed department.
(N)ext	Displays the next department number.
(P)revious	Displays the previous department number.
(E)nd	Ends this option and returns to the previous menu.

7 Fill in the following field:

**2. Description:**

Enter up to 28 characters for the department description. This description appears on sales reports.

- 8 Then the computer asks if you wish to add or change the entry. Enter **Y** if the information is correct and you wish to add it. Or enter **N** to not add it.
- 9 Repeat Steps 5-8 for each department description to be entered.
- 10 Press **Esc** at **Department Number** when done. You are returned to the **Inventory Descriptions Menu**.

Steps 11-17 : Group Descriptions

- 11 From the **Inventory Descriptions Menu**, select **1** for **Group Information**.
- 12 The computer displays the Group Information screen:

DSVM0302 Rev11.0.1	Group Information	DIM11 DATA	Date mm/dd/yy Port 38 Store 01
-----------------------	-------------------	------------	--------------------------------------

+-----+-----+-----+	
1. Group Number (0-99)	0
2. Description	
3. Assigned Department Number (1-99)	
+-----+-----+-----+	

Last Used Group Number: 100

<Esc>=End    <Tab>=Go Forward One Field    <F1>=Help

The cursor is positioned at **1. Group Number (1-99)**. If there are some group descriptions entered already, the last used number is also displayed. Enter the group number you wish to add or change. See page 149 for more information on group numbers.

- 13 If you entered an existing group number, the computer asks:

(C)hange	(D)elete	(N)ext	(P)revious	(E)nd
----------	----------	--------	------------	-------

You have the following options:

- (C)hange Allows you to change the displayed group.
- (D)elete Allows you to delete the displayed group.
- (N)ext Displays the next group number.
- (P)revious Displays the previous group number.
- (E)nd Ends this option and returns to the previous menu.

14 Fill in the following fields:

**2. Description**

Enter up to 20 characters for the group description. This description appears on sales reports.

**3. Assigned Department Number (1-99)**

Enter the department to which this group is assigned. For example, department 1 is for lumber and hardware. The computer displays the corresponding department description for your verification.

- 15 Then the computer asks if you wish to add or change the entry. Enter **Y** if the information is correct and you wish to add it. Or enter **N** to not add it.
- 16 Repeat Steps 12-15 for each group to be entered.
- 17 Press **Esc** at **Group Number** when done. You are returned to the **Inventory Descriptions Menu**.

Steps 18-25 : Section Descriptions

- 18 When you are done entering group descriptions, you can enter the section descriptions. From the **Inventory Descriptions Menu**, select **2** for **Section Descriptions**.
- 19 The computer displays the Section Descriptions screen:

DSVM0302 Rev11.0.1	Section Descriptions	DIM11 DATA	Date mm/dd/yy Port 43 Store 01
<div style="border: 1px dashed black; padding: 10px; margin: 0 auto; width: 80%;"> <p>1. Group Number (0-99)</p> <p>2. Section Number (0-99)</p> <p>3. Section Description</p> <p>4. Assigned Department Number (1-99)</p> </div>			
<p>&lt;Esc&gt;=End      &lt;Tab&gt;=Go Forward One Field      &lt;F1&gt;=Help</p>			

The cursor is positioned at **1. Group Number (1-99)**. Enter an existing group number. The computer displays the corresponding group description for your verification.

**20 2. Section Number (0-99)**

Enter the section number you wish to add or change for the selected group. See page 151 for more information on sections.

- 21 If you entered an existing section number, the computer asks:

(C)hange	(D)elete	(N)ext	(P)revious	(E)nd
----------	----------	--------	------------	-------

You have the following options:

- |            |  |
|------------|--|
| (C)hange   | Allows you to change the displayed section.        |
| (D)elete   | Allows you to delete the displayed section.        |
| (N)ext     | Displays the next section number.                  |
| (P)revious | Displays the previous section number.              |
| (E)nd      | Ends this option and returns to the previous menu. |

- 22 Fill in the following fields:

**3. Description**

Enter up to 20 characters for the section description. This description appears on sales reports. Skip entering the assigned department number by pressing **Tab**.

**4. Assigned Department Number**

Enter the department to which this group/section is assigned. For example, department 1 is for lumber and hardware. The computer displays the corresponding department description for your verification.

- 23 Then the computer asks if you wish to add or change the entry. Enter **Y** if the information is correct and you wish to add it. Or enter **N** to not add it.
- 24 Repeat Steps 19-23 for each section to be entered.
- 25 Press **Esc** at **Section Number** when done. You are returned to the **Inventory Descriptions Menu**.

## Basic Inventory Data

This section presents the basic information required for each inventory item. It explains the key fields in the Inventory Static File (IM1.D). You won't be entering anything in the computer yet, just learning about basic inventory data.

If you are coming from a previous computer system or are using a buying group load tape, you should read through this section as well to gain a knowledge of what these basic inventory fields contain.

## Inventory Static Data (IM1.D)

The Inventory Static Data File (IM1.D) holds many fields associated with inventory items which will eventually need to be set up to fully run certain parts of the Dimensions system. The first 31 fields on the screen below show data contained in IM1.D:

DS03011A	Special Inventory Add	DIM11 DATA	Date mm/dd/yy
11.0.1			Port 36
**** IM1.D ****		**** IM2.D ****	
1. Item No	0	32. Non Perpet	
2. Catalog		33. No History	
3. Mfg No		34. Minimum	
4. Short Desc		35. Maximum	
5. Mfg Name		36. Ave/Lst Cost	
6. Item Desc		37. Market Cost	
7. Unit Desc	20. Second Desc Use	38. LIFO Cost	
8. Item Code	21. Unts p/Pkg	39. List/Base	
9. Non Disc	22. EOQ	40. Price Adj 1	
10. Non Tax	23. Season Code	41. Price Adj 2	
11. Enter Desc	24. Stock Code	42. Price Adj 3	
12. C or M	25. Price Round Code	43. Price Adj 4	
13. Type (0-7)	26. Purchasing Code	44. Price Adj 5	
14. Price Basis	27. Vol/Wt Conv	45. Price Adj 6	
15. Mkt Cst Bas	28. Prt Price Stckrs	46. Price Adj 7	
16. Conv Factor	29. Misc Code-1	47. Price Adj 8	
17. Ex Gross Marg	30. Misc Code-2	48. Price Adj 9	
18. Cost Percent	31. Assoc #		
19. Second Desc			
<UpA> = Enter Group/Section		<Esc> = Change Store	

Even though there is a lot of information contained in this file, only certain fields (note the highlighted fields) need to be set up initially until you are ready to use more sophisticated features of the inventory module. You need to decide how to handle the following fields. This will make the data you enter for your initial installation more meaningful. Each of the following fields is described.

- ◆ 1. Item Number
- ◆ 2. Catalog Number
- ◆ 3. Manufacturer's (mfg) Number
- ◆ 4. Short Description
- ◆ 6. Item Description
- ◆ 7. Unit Description
- ◆ 12. C or M (pricing in hundreds or thousands)
- ◆ 13. Item Type
- ◆ 14. Price Basis
- ◆ 15. Market Cost Basis
- ◆ 16. Conversion Factor
- ◆ 17. Expected Gross Margin

## ITEM NUMBER

### Field #1

Each item must have an item number. It is one of 4 ways the computer stores and retrieves information for that particular item (the others are catalog number, manufacturer's (mfg) number, and short description). Most inventory reports can be printed in order of these 4 ways to retrieve item information. If you have not done so already, read "Numbering Inventory" for a thorough explanation of item number.

## CATALOG NUMBER

### Field #2

In addition to the item number, each item must have a catalog number. The catalog number is the most common number used during POS and Purchasing/Receiving to look up items. Item numbers are rarely used because they are 8 digits long and can be difficult to remember. Catalog numbers may contain numbers, letters, and punctuation marks, which help to make the item more recognizable. The catalog number has some simple characteristics:

- Required for all items
- No duplicates allowed
- 15 characters long including numbers, letters, punctuation marks, and spaces

Here are some examples of commonly used catalog numbers:

DF2410G	Doug Fir 2x4-10 Green
24RLH	2x4 Random Length Hem Fir
2408H	2x4-8 Hem Fir
2412CCA	2x-12 CCA Treated
58CDX	4x8-5/8 CDX Plywood
1206PBS	3/4x12-06 Particle Board Shelf
2020SHM	2/0x2/0 Single Hung Mill
44CPF	4x100 4 Mil Clear Polyfilm
58DWF	4x8-5/8 Firecode Dry Wall
10COM	10d Common Nails
A100A-6	A 100 A 6x6 Passage Knob
GWG	1 Gallon Titebond Wood Glue
PAINT SPRAYER	Paint Sprayer for Rental

Remember, make catalog numbers easy to remember or figure out. You can also have the price sticker be printed with the catalog number if you are using price stickers.

<b>MANUFACTURER'S (MFG) NUMBER</b>
------------------------------------

## Field #3

The manufacturer's number is another way of selecting items during POS and Purchasing/Receiving in addition to item number and catalog number. Very often the manufacturer will print its own item number directly on the item or the packaging in addition to a barcode. (Bar codes are maintained in a separate file, BC1.D. If you wish to use the bar code system, contact Enterprise.)

The manufacturer's number has some specific characteristics:

- 15 characters long including letters, numbers, spaces, and punctuation marks.
- Optional. Can be used for some items and not for others.
- Duplicates allowed. Since duplicates are allowed, when selecting items at POS and Purchasing/Receiving, the computer will display the manufacturer's number with the lowest item number first.
- Most inventory reports can be sorted and printed by manufacturer's number.
- Throughout the system, the manufacturer's number may also be referred to as:

MFG NO  
MFG/UPC NUMBER  
MFG#  
M#

<b>SHORT DESCRIPTION</b>
--------------------------

## Field #4

A short description should be assigned to each inventory item, which is another way to search for items at POS and Purchasing/Receiving. Normally the short description can correspond to the section of items it is describing (as in group/section) or even smaller categories (as in hammer, saw, blade, etc.).

The specific characteristics of the short description are:

- 15 characters long including letters, numbers, spaces, and punctuation marks.
- Optional. Can be used for some items and not for others (although the greatest benefit comes if all items have short descriptions).
- Duplicates allowed.
- Most inventory reports can be sorted and printed by short description.
- Can be designated as the primary search key for POS.

**ITEM DESCRIPTION**

Field #6

The item's description can be up to 31 characters long including letters, numbers, punctuation marks, and spaces. This description will appear on all POS transactions (invoices, returns, quotes, orders), purchase orders, receipts, inventory reports, item searches, and inventory file inquiries.

**UNIT DESCRIPTION**

Field #7

The unit description is a 2-character code, which identifies the unit of measure for the item. Common unit descriptions are:

EA	Each	LB	Pound
BF	Board Feet	BX	Box
SF	Square Feet	RL	Roll
LF	Lineal Feet	CT	Carton
DZ	Dozen	CS	Case
YD	Yard	CD	Card

Unit descriptions are combined with the C or M code, which identifies pricing in hundreds or thousands. The two combined are printed on inventory reports, displayed on inventory file inquiry and at POS/ Order Entry and Purchasing/Receiving, and printed on POS transactions, purchase orders, and receipts whenever the item is shown.

If you use a conversion factor for the item, use the corresponding unit of measure. See "Conversion Factor" below.

**C OR M**

Field #12

The C or M code defines how the item is priced and costed.

C = hundreds  
M = thousands (rounds price up to next dollar)  
Blank = neither (each item)

Combined with the unit description, it is shown whenever the item is used. For example:

MBF    thousand board feet  
CLF    hundred lineal feet  
MSF    thousand square feet  
Blank   Each item

Not all items will have both the unit description and the C or M code (or blank for each).



<b>ITEM TYPE</b>
------------------

Field #13

The item type describes the nature of how the item is controlled in inventory. Items can be controlled either by the piece or by the unit of measure (footage, weight, etc.). There are 8 item types (0-7).

**0 All items sold by the piece (or by each). For example: hammers.**


These items do not have a conversion factor. They are bought by the piece and sold by the piece.

**1 Items that have a conversion factor. For example: specific length lumber and plywood.**

The quantity sold is multiplied by the conversion factor to get the total units sold. These items are usually priced per hundred (C) or per thousand (M) feet. You must enter the C or M code and the conversion factor for each type 1 item. No tally will be required when entering type 1 items at POS.

Board feet (BF) and square feet (SF) are the most common items. For example:

Item	Quantity (# of pieces)	Conversion Factor	Resulting Units (footage)
2x4-03 Fir Larch	100	5.333	533
1/2x4-8 CDX	100	32.000	3200

 **NOTE:** Item type 2-6 below require additional dimensions to be entered as a tally in POS and Purchasing/Receiving. If the conversion factor is not zero, it will be used in calculating the total units.

**2 Items that are purchased and sold by the random length but are controlled by specific lengths.**

("Controlled" means dollar values and quantities are tracked using the specific length items and not the random length item.) The actual item relieved or received is determined by the length as it is entered as part of the tally.

Type 2 items are memo items. They are usually used for random length lumber items. For example:

Item #	Description	Item Type
51080100	2x4 R/L Doug Fir	2
51080108	2x4-08 Doug Fir	1
51080110	2x4-10 Doug Fir	1
51080112	2x4-12 Doug Fir	1

The item numbers must be identical for this range of items except for the last 2 digits, which represent the length. The random length item number (type 2) must end in **00** and each individual length item under it (which are type 1 items) must end in the two digits representing the length. As the tally is entered at POS and Receiving, the length portion is substituted for the last two digits of the item number to find the proper item in inventory to be relieved or received. For example, if you enter the following tally at POS for item #51080100, the computer reduces quantity on hand as shown below.

**TALLY (pieces/length)      208/8      416/10      416/12**

Item #	Description	Qty Sold
51080100	2x4 R/L Doug Fir	0
51080108	2x4-08 Doug Fir	208
51080110	2x4-10 Doug Fir	416
51080112	2x4-12 Doug Fir	416

### 3 True random length items. For example: molding.

The tally listing the number of pieces and lengths will be called for at POS to calculate the total units to be relieved from stock. For example:

Item #	Catalog #	Description	Unit Desc	Tally sold at POS	Total units relieved
5301110	34COVE	3/4 COVE	LF	2/8	16 (2x8)

### 4 Random length and random width. For example: hardwoods.

The width (in inches) and tally (number of pieces and length in feet) will be called for at POS to calculate the total units to be relieved from stock. For example:

Item # Cat #	Description	C or M	Unit Desc	Conv Fact	Tally sold at POS	Total units relieved
5910010 44OAK	4/4 RWRL RED OAK	M	BF	.0833	Width: 6 Pieces: 20 Length: 8	79.97 (6x20x8x.0833)

### 5 Dimensions and random length. For example: Hardwoods which come in varying thicknesses (5/4 or 4/4).

The thickness (in inches), width (in inches), and tally (number of pieces and length in feet) will be called for at POS to calculate the total units to be relieved from stock. For example:

Item # Cat #	Description	C or M	Unit Desc	Conv Fact	Tally sold at POS	Total units relieved
5920010 0 DF Timbers	Doug Fir Timbers- RW&RL	M	BF	.000	Thick:1 Width: 6* Pieces: 20 Length: 8	80 (1x.5x20x8)

\*Calculates as whatever portion of 1 foot. 6=1/2 foot (.5)

## 6 Square footage items

The width (in feet) and the length (in feet) will be called for at POS to calculate the total units to be relieved from stock. For example:

Item # Cat #	Description	C or M	Unit Desc	Conv Fact	Tally sold at POS	Total units relieved
56390100 DGPLYWOODG	Doug Fir Plywood RW&RL	M	SF	.000	Pieces:5 Width: 4 Length: 4	80 (5x4x4)

## 7 Non-inventory items

Labor, treating expenses, and overhead are examples of type 7 items. Only MTD and YTD sales and cost are updated to the Totals File and the General Ledger. No dollar value is maintained in the inventory.

### PRICE BASIS

Field #14

The inventory system allows you to have up to 9 price levels for an inventory item. You don't have to use all 9 levels. In fact, 2 or 3 price levels are usually adequate for most companies. The three main components of pricing are Price Basis, List/Base and the price adjustment levels 1 through 9. The price basis you assign to each item determines how the price is computed by using the price adjustment levels as they relate to List/Base. List/Base is a value kept in the Inventory Store Data File (IM2.D). It can also be thought of as retail or cost, the basis from which the price levels are calculated. You have the following price basis options (see below for further explanation of each option):

- 0** = Percentage markup or markdown from List/Base
- 1** = Dollar markup or markdown from List/Base
- 2** = Actual prices. No List/Base is needed
- 3** = Gross margin percentage markup or markdown from List/Base
- 10** = Same as price basis 0 except price adjustment levels 6-9 are quantity breaks
- 11** = Same as price basis 1 except price adjustment levels 6-9 are quantity breaks
- 12** = Same as price basis 2 except price adjustment levels 6-9 are quantity breaks
- 13** = Same as price basis 3 except price adjustment levels 6-9 are quantity breaks

**NOTE:** It is not necessary that the price basis be the same for all items in your inventory. In fact, you need to have the flexibility of pricing certain items using one method and other items using another method. You will probably have entire sections using the same price basis.

Each customer is assigned a price level in the Customer Master File (CM1.D). The price level corresponds to the inventory price adjustment and determines the price the customer receives at POS. If a customer is price level 3, the prices at POS will reflect price level 3 on all items purchased and not price levels 2 or 1 (unless manually overridden). Make sure each inventory item has adequate pricing to accommodate all price levels assigned in Accounts Receivable. See Chapter 4, Accounts Receivable, for more information on price level.

**NOTE:** For all pricing methods, price level 1 (PRICE ADJ 1) is your highest price.

### 0 = Percentage Markup/Markdown

Use this method if you wish to markup or markdown from List/Base using a percentage of List/Base. A change to List/Base will change the calculated price levels accordingly. For example, if an item's cost is \$10.00 and you want to markup from cost, enter **10.00** in List/Base. Then enter the percentages to markup in Price Adj 1-9:

		Calculation List/Base + % of List/Base	Selling price for:
Price Adj 1	100.00	10.00 + 10.00	PL 1 20.00
Price Adj 2	90.00	10.00 + 9.00	PL 2 19.00
Price Adj 3	80.00	10.00 + 8.00	PL 3 18.00
etc.			

Customers assigned to price level 1 will be sold the item at \$20.00. Price level 3 customers will be sold the item at \$18.00.

If you want to markdown from a list price, use negative price adjustments (List/Base=10.00):

		Calculation List/Base + % of List/Base	Selling price for:
Price Adj 1	0.00	10.00 - .00	PL 1 10.00
Price Adj 2	-3.00	10.00 - .30	PL 2 9.70
Price Adj 3	-5.00	10.00 - .50	PL 3 9.50
etc.			

If you know the gross margin you want to make on this item but you do not want to use price basis 3 (or 13), enter the markup percent that will calculate the price to the desired gross margin. See "Gross Margin % Conversion Table" at the end of this section for a quick reference of markup percentages).

**1 = Dollar Markup/Markdown**

Use this method if you wish to markup or markdown from List/Base using a dollar amount. It is similar to price basis 0 except you use dollar amounts. A change to List/Base will change the calculated price levels accordingly.

For example, if an item's cost is \$5.00 and you want to markup from cost, enter **5.00** in List/Base. Then enter the dollar amounts to markup in Price Adj 1-9:

		Calculation List/Base + Dollar Amount			Selling price for:	
Price Adj 1	2.00	5.00	+	2.00	PL 1	7.00
Price Adj 2	1.80	5.00	+	1.80	PL 2	6.80
Price Adj 3	1.60	5.00	+	1.60	PL 3	6.60
etc.						

Price level 1 customers will buy the item at \$7.00. Price level 3 customers will buy the item at \$6.60.

If you want to markdown, from a list price (retail), use negative price adjustments. For example (List/Base is \$5.00):

		Calculation List/Base + % of List/Base			Selling price for:	
Price Adj 1	0.00	5.00	-	.00	PL 1	5.00
Price Adj 2	- .50	5.00	-	.50	PL 2	4.50
Price Adj 3	-1.00	5.00	-	1.00	PL 3	4.00
etc.						

**2 = Actual Prices**

Use this method if you wish to enter the actual prices in price adjustments 1 through 9. No List/Base is needed. Whenever the prices change, you must manually change each price level when you use this method.

		Selling price for:	
Price Adj 1	20.00	PL 1	20.00
Price Adj 2	18.00	PL 2	18.00
Price Adj 3	16.00	PL 3	16.00
etc.			

**3 = Gross Margin Percentage Markup/Markdown**


Use this method if you wish to markup or markdown from List/Base using a gross margin percentage. A change to List/Base will change the calculated price levels accordingly. Gross margin is calculated using this formula:

$$\frac{\text{Total Selling Price} - \text{Total Cost}}{\text{Total Selling Price}}$$

For example, if an item's cost is \$10.00 and you want to markup from cost, enter **10.00** in List/Base. Then enter the percentage to markup in Price Adj 1-9:

	G.M.%	Selling Price	Calculation
Price Adj 1	33.34	PL 1 15.00	$\frac{15.00 - 10.00}{15.00}$
Price Adj 2	25.93	PL 2 13.50	$\frac{13.50 - 10.00}{13.50}$
Price Adj 3	16.67	PL 3 12.00	$\frac{12.00 - 10.00}{12.00}$
etc.			

If you want to markdown from a list price (retail), use negative price adjustments.

 **NOTE:** Because of the use of Price Adj 6-9 for quantity breaks on price basis, 10, 11, 12, and 13, you cannot use price levels 6-9 for any customers if you are using price basis 10-13.

### 10=Percentage Markup/Markdown with Quantity Breaks

Use this method if you wish to mark up or down from List/Base using a percentage (same as price basis 0) but also give quantity breaks. For example, if a customer buys in quantities of 1-24 of a certain item, they get price level 1. But if they buy 25-99, the price is figured on price level 2. If they buy 100-499, the price goes to price level 3. The percentages for markup or markdown are kept in Price Adj 1-5 (same as price basis 0) and the quantity breaks are kept in Price Adj 6-9.

Price Adj 1	100	Markup 100%
Price Adj 2	90	Markup 90%
Price Adj 3	80	Markup 80%
Price Adj 4	70	Markup 70%
Price Adj 5	60	Markup 60%
Price Adj 6	25	Qty required for price level 2
Price Adj 7	100	Qty required for price level 3
Price Adj 8	500	Qty required for price level 4
Price Adj 9	1000	Qty required for price level 5

### 11=Dollar Markup/Markdown with Quantity Breaks

Same as price basis 1 (dollar markup/markdown) but also gives quantity breaks as described above for price basis 10.

### 12=Actual Prices with Quantity Breaks

Same as price basis 2 (actual prices) but also gives quantity breaks as described above for price basis 10.

### 13=Gross Margin Percentage Markup/Markdown with Quantity Breaks

Same as price basis 3 (gross margin percentage markup/ markdown) but also gives quantity breaks as described above for price basis 10.

## MARKET COST BASIS

Field #15

The system can maintain the following costs for each inventory item: average, last, and market. For a more thorough look at inventory costs, see the next section, *Costs & Prices*.

The market cost basis is a code assigned to each item that defines how the market cost is determined. The daily Sales Analysis report as well as some other Sales Analysis reports allow you to print showing gross margin based on either average or market cost or both. You have the option to use a different market cost basis for different items in your inventory depending on the nature of the items. The market cost basis codes are:

- 0** = Use last cost as market cost. As the receiving last cost changes, so does market cost automatically.
- 1** = Use List/Base as market cost. As List/Base changes, so does market cost automatically.
- 2** = Use market cost as market cost. This is used on lumber items with frequent cost fluctuations such as redwood. You must manually maintain the market cost of these items using one of the price/cost maintenance procedures.
- 3** = Use cost % as market cost. If the item is set up for cost%=0 (field 18), POS will stop and ask for a cost for this item even though there may be an average and market cost already set up.

For hardware items or items with infrequent cost changes, you may wish to use option 0 (last cost as market cost). For commodity items where costs and prices fluctuate according to market trends, you may wish to use option 2 (market cost as market cost) and manually maintain the market cost.

## CONVERSION FACTOR

Field #16

This is the multiplication factor needed to convert to a different unit of measure other than each. It can be up to 4 digits before and 4 digits after the decimal (9999.9999). For example:

**Board Feet** = Number of board feet in one unit

$$\frac{\text{Thickness} \times \text{width} \times \text{length}}{12}$$

$$\frac{2 \times 4 \times 8}{12} = 5.3334$$

$$\frac{2 \times 2 \times 14}{12} = 4.6667$$

$$\frac{1 \times 2 \times 8}{12} = 1.3333$$

**Square Feet** = Number of square feet in one unit

$$\text{Width} \times \text{length}$$

$$4 \times 4 = 16.0000$$

$$4 \times 8 = 32.0000$$

**Lineal Feet** = Number of lineal feet in one unit

Length

10' piece = 10.0000  
16' piece = 16.0000

**Others** = Any other item requiring a conversion factor

Roll of insulation of 83-1/3 sq ft = 83.3334  
Ceiling tile of 40 square feet per box = 40.0000

If the item is to be priced and controlled by each, no conversion factor is needed. Leave blank.

### EXPECTED GROSS MARGIN

Field #17

It is important to establish an acceptable range of gross margin for all items in inventory. Gross margin % is calculated as follows:

$$\frac{\text{Sales} - \text{Cost of Sales}}{\text{Sales}}$$

Each item is assigned an expected gross margin percent that defines what the lowest acceptable gross margin is expected. In conjunction, a low and high margin percent is defined storewide in the Variable File which extends the range of expected margin. For example:

	Expected Gross Margin	Same for all items		Acceptable range
		Low %	High %	
Item A	25%	5%	10%	20% to 35%
Item B	20%	5%	10%	15% to 30%
Item C	30%	5%	10%	25% to 40%

Each time an item is sold at POS, the gross margin % is calculated and compared to the expected gross margin for the item. If the gross margin is below the acceptable range, the terminal will beep (if the option is selected to notify you of bad profit) before accepting the line. Also, if your password allows you to view costs and margins for each line item, an "M-" or "M+" will appear next to the displayed costs if the gross margin is outside of the acceptable range. In addition, the following reports will show exceptions to the acceptable gross margin range:

Transaction Register - Under the report heading "M", an M- or M+ will be printed if the gross margin percent was below or above the expected range on at least one item.

Transaction Detail - In both the report heading and detail lines, a - or + will be printed if the gross margin percent was below or above the expected range.

Daily Sales by Item Report - There is a report parameter that allows you to print all items above or below the expected range.



## GROSS MARGIN % CONVERSION TABLE


## PRICE BASIS 0 &amp; 10

Locate the gross margin percent in the right hand column you wish to make for a specific price level. Use the markup percent directly to the left as the price adjustment to use for calculating the selling price. For example, if you want to achieve a 30% gross margin, you will use a 43% markup.

Markup	Gross Margin %	Markup	Gross Margin %	Markup	Gross Margin %
2	2.00%	35	26.00%	68	40.50%
3	3.00%	36	26.50%	69	41.00%
4	4.00%	37	27.00%	70	41.25%
5	4.75%	38	27.50%	71	41.50%
6	5.66%	39	28.00%	72	42.00%
7	6.50%	40	28.50%	73	42.25%
8	7.50%	41	29.00%	74	42.50%
9	8.25%	42	29.50%	75	43.00%
10	9.00%	43	30.00%	76	43.25%
11	10.00%	44	30.50%	77	43.50%
12	10.75%	45	31.00%	78	43.75%
13	11.50%	46	31.50%	79	44.25%
14	12.25%	47	32.00%	80	44.50%
15	13.00%	48	32.50%	81	44.75%
16	13.75%	49	32.75%	82	45.00%
17	14.50%	50	33.33%	83	45.33%
18	15.25%	51	33.75%	84	45.66%
19	16.00%	52	34.25%	85	46.00%
20	16.66%	53	34.66%	86	46.25%
21	17.33%	54	35.00%	87	46.50%
22	18.00%	55	35.50%	88	46.75%
23	18.66%	56	36.00%	89	47.00%
24	19.33%	57	36.33%	90	47.33%
25	20.00%	58	36.75%	91	47.66%
26	20.66%	59	37.00%	92	48.00%
27	21.25%	60	37.50%	93	48.25%
28	21.75%	61	37.75%	94	48.50%
29	22.50%	62	38.25%	95	48.75%
30	23.00%	63	38.66%	96	49.00%
31	23.66%	64	39.00%	97	49.25%
32	24.25%	65	39.33%	98	49.50%
33	24.75%	66	39.75%	99	49.75%
34	25.44%	67	40.00%	100	50.00%

## Adding Items

- 1 From the **DIMENSIONS MAIN MENU** shown in *Getting Into Inventory*, select **2** for **Inventory**. Remember to press **Enter** after entering your menu selection.
- 2 Select **2** for **File Maintenance**.
- 3 Select **1** for **Add Inventory Items**.
- 4 Select **1** for **Add New Inventory Items**.

 **NOTE:** If you have multiple stores, you will first be asked:

**Do You Wish to Add to All Stores (Y/N): Y**

Enter **Y** to add to all stores. Or enter **N** and the computer will ask:

**Enter Store to Add: 0**

Enter the appropriate store number and press **Enter**. Enter any other store numbers requiring the items you will be adding. Press **Enter** when you are done selecting store numbers.

- 5 The computer displays:

```
DS03011A   Special Inventory Add   DIM11 DATA           Date mm/dd/yy
11.0.1                                           Port   36
                                           Store  01

Do You Wish to Add to All Stores (Y/N): Y
Inventory Template <Ent> = None :
```

A template provides default values for certain inventory fields for different categories of items. Once a template for hardware items is set up, for instance, with the desired item type, unit description, price basis, and so on, that template can be used to enter new hardware items quickly by just providing the information that is unique to that item. The other information which is the same for all hardware items is already entered. This features uses FL1.D (Fine Line Class-Group Section File). You have the following options:

<b>Esc</b>	Press <b>Esc</b> to return to the previous menu.
<b>&lt;Ent&gt;=None</b>	Do not use an inventory template for entering an item. Continue to the next screen (Step 4).
<b>Enter an inventory template number</b>	Use this template as a basis for the item you wish to enter. Continue to the next step.
<b>&lt;UpA&gt;=Search</b>	If you do not know the template number you wish to use, press <b>▲</b> to search the template list. The computer displays a list of the templates found in FL1.D and the standard search/select routine:

```
DS03011A   Special Inventory Add   DIM11 DATA           Date mm/dd/yy
                                           Port   39
                                           Store  01

Inventory Template      :


<Ent>=Select  <UpA/DnA>=Scroll  (.)=Page Down  (,)=Page Up  <Esc>=Exit
L# <Ent>=Select

L# Template#   Description      Grp Sec
1 1            HARDWARE         0  0
2 A123         HAND TOOLS      23  0
```

Highlight the desired template and press **Enter**.


## 6 The computer displays the Special Inventory Add screen:

DS03011A Special Inventory Add DIM11 DATA		Date mm/dd/yy
11.0.1		Port 36
<div style="display: flex; justify-content: space-between;"> <div> <p>**** IM1.D ****</p> <p>1. Item No                    0</p> <p>2. Catalog</p> <p>3. Mfg No</p> <p>4. Short Desc</p> <p>5. Mfg Name</p> <p>6. Item Desc</p> <p>7. Unit Desc</p> <p>8. Item Code</p> <p>9. Non Disc</p> <p>10. Non Tax</p> <p>11. Enter Desc</p> <p>12. C or M</p> <p>13. Type (0-7)</p> <p>14. Price Basis</p> <p>15. Mkt Cst Bas</p> <p>16. Conv Factor</p> <p>17. Ex Gross Marg</p> <p>18. Cost Percent</p> <p>19. Second Desc</p> <p>&lt;UpA&gt; = Enter Group/Section</p> </div> <div> <p>20. Second Desc Use</p> <p>21. Unts p/Pkg</p> <p>22. EOQ</p> <p>23. Season Code</p> <p>24. Stock Code</p> <p>25. Price Round Code</p> <p>26. Purchasing Code</p> <p>27. Vol/Wt Conv</p> <p>28. Prt Price Stckrs</p> <p>29. Misc Code-1</p> <p>30. Misc Code-2</p> <p>31. Assoc #</p> </div> <div> <p>**** IM2.D ****</p> <p>32. Non Perpet</p> <p>33. No History</p> <p>34. Minimum</p> <p>35. Maximum</p> <p>36. Ave/Lst Cost</p> <p>37. Market Cost</p> <p>38. LIFO Cost</p> <p>39. List/Base</p> <p>40. Price Adj 1</p> <p>41. Price Adj 2</p> <p>42. Price Adj 3</p> <p>43. Price Adj 4</p> <p>44. Price Adj 5</p> <p>45. Price Adj 6</p> <p>46. Price Adj 7</p> <p>47. Price Adj 8</p> <p>48. Price Adj 9</p> </div> </div>		


 **NOTE:** There is an option that controls which fields are displayed on this screen. It is found in the Variable File. See the system manager if you wish to use this feature. These instructions present all fields as if they had all been selected to display.

The cursor is at the first field, **1. Item No.** Enter the item number for the item you are setting up and press **Enter**. Or press **Esc** to end this process.

- 7 If you used a template, the default values from the template are filled in. Enter the catalog number.
- 8 Continue entering the other basic information for the item (item description, unit description, C or M code, conversion factor, price basis, and so forth). The fields with values from the template will be displayed but are not allowed to be changed.


 **NOTE:** If you make a mistake during your entry on this screen, you can press **Esc** to back up one field. Retype the information correctly. To skip entering a field, press **Tab**. This will leave the information contained in the field unchanged.

- 9 When you are done entering the information for this item, enter . (period) and press **Enter**. This skips the remaining fields on the screen.
- 10 The computer adds the item record to the Inventory Static File (IM1) and the Inventory Store File (IM2) and returns you to Step 3 so you can enter the next item.
- 11 When there are no more items to be entered, press **Esc** at **1. Item No** to return to the previous menu.

 **NOTE:** For a complete listing of each field on this screen, see Appendix C. Field Definitions, Add New Items.

## Changing Item Information

If you need to change item information entered up to this point, use the following procedure.

 **NOTE:** You cannot change the item number, catalog number, mfg number, or short description using this method. If you need to change any of these fields for an item at this point, you must delete the item and enter it again correctly. Changing this information after POS is running requires a different procedure.

- 1 Return to the **INVENTORY FILE MAINTENANCE MENU**.
- 2 Select **2** for **Change Inventory Items**.
- 3 Select **1** for **Inventory Static File IM1.D**.
- 4 The computer displays:

```


DS03011N   Maint. Inv. Static Data   DIM11 DATA           Date mm/dd/yy
Rev10.0.3                                     Port   39

-----
Select Item:

<Ent> = Display Search Options                (?) = Help

```

Select the item you wish to change by using the standard item selection routine (see *Inventory Inquiry* for instructions on selecting items). Or press **Esc** to end this process.

 **NOTE:** There is an option that controls which fields are displayed on this screen. It is found in the Variable File. See the system manager if you wish to use this feature. These instructions present all fields as if they had all been selected to display.

- 5 The computer displays the IM1 information for the selected item. For example:

```

DS03011N   Maint. Inv. Static Data   DIM11 DATA           Date mm/dd/yy
Rev10.0.3                                     Port   43

1. Item No           10010020
2. Catalog No        4863247
3. Mfg No            8318B-1
4. Short Description  SHORT
5. Mfg Name          MFG1
6. Item Description   8318B-1 BRASS 3" HOUSE NUMBER
7. Unit Description   BA
8. Item Code (N,A,B,C,O,R,T,Z)
9. Non-Discountable (Y/N)
10. Non-Taxable (Y,N,S)
11. Enter Desc (Y/N)
12. C or M
13. Type (0-7)       0
14. Price Basis
15. Market Cost Basis (0-9)
16. Conv Factor
17. Associated Number
18. Vol/Wt C-Fact
19. Expect GM Percent
20. Cost Percent
21. Second Description
22. Second Desc Use
23. Units/Pack
24. Season Code
25. Stock Code
26. Price Rounding Code
27. Purchasing Code
28. Print Price Sticker
29. Date Added (MMDDYY)
30. Misc Code 1
31. Misc Code 2

N = Next          F = Change By Field
P = Previous      C = Change          <Esc>= First Screen

```

The cursor is positioned at the bottom of the screen. You can do one of the following:

<b>N=Next</b>	Display the next item in numerical order.
<b>P=Previous</b>	Display the previous item in numerical order.
<b>F=Change By Field</b>	Select and change specific fields for the displayed item. See Steps 6-11.
<b>C=Change</b>	Change all fields for the displayed item. See Steps 12-15.
<b>Esc=First Screen</b>	Return to the previous screen to select another item or end this process.

- 6 F=Change By Field.** The computer asks:

Enter Field Number

Enter the field number you wish to change. For example if you want to change the unit description, enter **7**.

- 7** The cursor moves to the selected field. Enter the new value for this field and press **Enter**.
- 8** Repeat Steps 6 and 7, entering field numbers and new values as many times as needed.
- 9** When done, press **Esc** at **Enter Field Number**.
- 10** The computer asks:

OK To Save Changes (Y/N)

Enter **Y** to save the changes you made or **N** to not save them.

- 11** Return to Step 5 to select another option.
- 12 C=Change.** The cursor moves to field 5, **Mfg Name**. Enter the new value for this field and press **Enter** to move to the next field. Or press **Tab** to go to the next field without changing the value.

**CAUTION:** Do not press **Enter** to move to the next field. This will erase the existing value in the current field.

- 13** Continue changing fields as needed for this item. When done, you can press **Tab** through the remaining fields or enter . (period) and press **Enter** to bypass the remaining fields and go to Step 14.
- 14** The computer asks:

OK To Save Changes (Y/N)

Enter **Y** to save the changes you made or **N** to not save them.

- 15** Return to Step 5 to select another option.

## Printing Items

After entering the basic inventory data, you should print a report showing your entries to check for accuracy.

- 1 Return to the **INVENTORY MENU**.
- 2 Select **3** for **Inventory Reports**.
- 3 Select **1** for **Static Data IM1**.
- 4 The computer displays the **Inventory Static Data** report screen:

DS03031      Inventory Static Data      DIM11 DATA		Date mm/dd/yy
Rev10.0.3      STORE #1		Port 39
		Store 01
1. Input Parameters		
Report Print Order	1	Item Number
Beginning Value to Print	0	
Ending Value to Print	99999999	
Vendor Number (0=All)	0	
Print	1) Single Line Format	1
	2) Double Line Format	
	3) No Detail Lines	
Print Section/Loc Totals (Y/N)	Y	
Print Group Totals (Y/N)	Y	
Type 2 Items Only (where applicable)	N	
Print Items Not in IM2 (Y/N)	N	
Number of Copies	1	
Store Number	1	
Report Date	mmddyy	
Select Optional Field (Y/N)	N	
<Ent> = Print Report      (E) = End      (1) = Input Parameters		

Do not change any of the report parameters. Press **Enter** to print the report.

- 5 The computer asks where you wish to print the report:

Output Device (P,T,S,F,Port#):	Port No <UpA> = Search Port No
--------------------------------	--------------------------------

It will be easiest to check this report if you print it out on paper. Make sure the system printer is turned on, the paper is loaded, and it is ready to print. Enter **P** and press **Enter**. This will print the report on your system printer.

- 6 Then the computer asks if you want to print in compressed print:

Compressed Print (Y/N):
-------------------------

Enter **Y** and press **Enter**. This will fit the report on 8-1/2x11 paper.

- 7 Then you can determine if you want to print the report in single, double, or triple spacing:

Report Spacing (1, 2, 3):
---------------------------

If you need to make notes on the report as you check the information, print it double- or triple-spaced. Enter **2** or **3** and press **Enter**. Otherwise, you can print it single-spaced (enter **1**).

- 8 Wait while the report is printed. When it is finished, you are returned to Step 3 so you can end the report printing process. Enter **E** (for End) and press **Enter**.
- 9 You are returned to the **Inventory Static Data (IM1) Menu**. Enter **E** and press **Enter** again to return to the **INVENTORY MENU**.

10 See below for a sample report.

### Sample Inventory List—Static Data IM1.D

mm/dd/yy	INVENTORY STATIC DATA (IM1.D)			DIM11 DATA			DS03031		
11:07:04							PAGE 0001		
ITEM	DESCRIPTION	CATALOG	MFG/UPC	SHORT	MFG	FDXET	PB	CB	FACTOR
01011120	2X4-92 5/8 STUD WHITE WOOD	249258WW		STUD	MBF	1	0	1	5.3340
01011125	2X4-92 5/8 STUD HEM FIR	249258H		STUD	MBF	1	0	1	5.3340
01011130	2X4 92 5/8 STUD FIR	249258		STUD	MBF	1	0	1	5.3340
01011135	2X4-94 5/8 STUD WHITE WOOD	249458WW		STUD	MBF	1	0	1	5.3340
01011160	2X4-96 STUD WHITE WOOD	2496WW		STUD	MBF	1	0	1	5.3340
01011165	2X4-96 STUD HEM FIR	2496H		STUD	MBF	1	0	1	5.3340
01011170	2X4-96 STUD FIR	2496		STUD	MBF	1	0	1	5.3340
01011180	2X6-92 5/8 STUD WHITE WOOD	269258WW		STUD	MBF	1	0	1	8.0000
01011185	2X6-92 5/8 STUD HEM FIR	269258H		STUD	MBF	1	0	1	8.0000
01011190	2X6-92 5/8 STUD FIR	269258		STUD	MBF	1	0	1	8.0000
01011210	2X6-96 STUD WHITE WOOD	2696WW		STUD	MBF	1	0	1	8.0000
01011215	2X6-96 STUD HEM FIR	2696H		STUD	MBF	1	0	1	8.0000
01011220	2X6-96 STUD FIR	2696		STUD	MBF	1	0	1	8.0000
01011225	2X6-94 5/8 STUD HEM FIR	269458H		STUD	MBF	1	0	1	8.0000
01011230	2X4-92 5/8 STUD ECONOMY	249258E		STUD	MBF	1	0	1	5.3340
01011240	2X4-96 STUD ECONOMY	2496E		STUD	MBF	1	0	1	5.3340
01011241	PRACTICE ITEM	2497		STUD	MBF	1	0	0	.0000
01011250	2X5 TEST FOR AVE COST	250TEST		STUD	EA	1	10	1	32.0000
SECTION TTL: 01-01 *** STUDS ***				18 ITEMS					


#### REPORT HEADING KEY

ITEM	Item number
DESCRIPTION	Item description
CATALOG	Catalog number
MFG/UPC	Mfg number
SHORT	Short description
MFG *	Mfg name
F *	Fab code
D *	Non-discountable code (Y/N)
X *	Non-taxable code (Y/N)
E *	Enter description (Y/N)
T	Item type
PB	Price basis
CB	Market cost basis
FACTOR	Conversion factor

\*Not entered at this time

## Deleting Items

If you wish to delete an item and start over, use the following procedure.

 **IMPORTANT:** This method is not to be used once you start receiving and selling inventory. It is to be used only in the start up phase of implementation.

This process deletes the item(s) from the Inventory Static File (IM1.D) and Inventory Store File (IM2.D) and the following files if found:

IM3.D	13 Month History File
IMH.D	Revolving History File
IM9.D	Multiple Location File
OM4.D	Multiple Vendors
BC1.D	Bar Code File

- 1 From the **INVENTORY MENU**, select **10** for **Inventory Special Maintenance**.
- 2 Select **4** for **Other Inventory Files**.
- 3 Select **1** for **Delete Items-No Transactions**
- 4 The computer displays the **Delete Item Numbers** screen:

```

DS03402      Delete Item Numbers      DIM11 DATA      Date mm/dd/yy
Rev10.0.1
Item No      0
Port 39
Store 01

<UpA> = Change Store
<Ent> = Next Item
<Esc> = End

```

The cursor is positioned at **Item No**. You have the following options:

<b>&lt;UpA&gt;=Change Store</b>	Press up arrow to change the store number.
<b>Enter an item to delete</b>	Enter the item number you wish to delete. If you don't know the item number, you can find it on an item report. Be sure to press <b>Enter</b> after you enter the item number.
<b>&lt;Ent&gt;=Next Item</b>	After you display and/or delete an item, you can press <b>Enter</b> to view the next item in item number order.
<b>&lt;Esc&gt;=End</b>	Press <b>Esc</b> to end this procedure and return to the previous menu.



**5** The computer displays the selected item. The computer asks:

```

DS03402          Delete Item Numbers      DIM11 DATA          Date mm/dd/yy
Rev10.0.1                                     Port 39
                                                Store 01
Item No 10010055  1-C BROWN RURAL MAIL BOX      Delete Item?

<UpA>  = Change Store                      (I)  = Current Store IM2 Only
<Ent>  = Next Item                         (Y)  = Delete Item
<Esc>  = End                             <Ent>= Don't Delete

```

You have the following options:

- (I)=Current Store IM2 Only**    Delete from the current store only (as displayed in the upper right hand corner of the screen).
- (Y)=Delete Item**                Delete the displayed item from all stores.
- <Ent>=Don't Delete**            Do not delete the displayed item. Return to Step 4 to enter another item number.

- 6** Repeat Steps 4 and 5 for each item you need to delete. When you are done, press **Esc** at **Item No.** You are returned to the previous menu.
- 7** Add the item(s) again. See *Adding Items*.

## Costs & Prices

### Inventory Costs

The Dimensions system allows for the following costs for each item:

- Average Cost
- Last Cost
- Market Cost
- LIFO (last in first out)

These costs are held in the Inventory Store File (IM2.D) which allows for different costs from one store to another. All costs can be up to 7.2 digits long (9999999.99). The daily Sales Analysis report as well as the group totals sales analysis reports allow you to print showing gross margin based on either average or market cost or both. Purchasing, receiving, physical inventory count, as well as some inventory reports allow you to choose among several options for cost.

#### ➤ Average Cost


It is especially important to have a correct average cost for your inventory items. The average cost not only affects your inventory value, but it is the cost that is updated to cost of sales and inventory in the General Ledger.

Average cost is updated during inventory receipts. As receipts are entered, the computer uses a weighted average to compute the new average cost. For example, you have 10 hammers with an average cost of \$10.00 each. You receive 10 additional hammers with a new cost of \$12.00 each.

	# UNITS	AVG COST	EXTENDED COST
Beginning Balance	10	10.00	100.00
Inventory Receipt	+ 10	12.00	+ 120.00
	<hr/> 20		<hr/> 220.00

Extended cost 220.00 / Total units 20 = 11.00 (new average cost)

Since average cost is updated to the General Ledger, changes to average cost must be made through inventory adjustment or physical count procedures because those procedures include a G/L value update.

 **IMPORTANT:** Once the average cost is entered initially, you must never change it through inventory maintenance. It should only be changed through inventory adjustment or physical count procedures.

#### ➤ Last Cost

Last cost is updated every time there is an inventory receipt entered. It is a straight-through update. That is, whatever cost is entered on the receipt is used for last cost in IM2.D. If there are two receipts entered on the same day for the same item, the cost on the last one posted is used as the last cost.

 **NOTE:** When setting up originally, the average and last costs are usually the same amount.

➤ Market Cost

The value for market cost is determined by the market cost basis code set up in field #15 in IM1.D. See *Basic Inventory Data* for an explanation of market cost basis.

➤ LIFO Cost

This is a manually maintained cost. It is entered and changed only through inventory maintenance. LIFO cost is used for your information only.


### Cost Percent

Every item sold at POS/Order Entry should have a cost. If there is no cost set up in IM2 for this item, the computer will calculate a cost. To help it estimate a fairly accurate cost, you should enter a cost percent (IM1.D, field 20). The selling price is multiplied by the cost percent to compute a cost. If there is no cost or cost percent set up for the item, you will be asked to enter a cost when the item is selected at POS/Order Entry.

### Inventory Prices

The Dimensions system allows for 9 price levels for each inventory item. In addition, matrix pricing provides for 90 more price levels, making a total of 99 prices per item. Typically, this many price levels are not used or even needed in normal, day-to-day operations but they are provided. A/R customers are assigned a price level so that when they purchase items at POS, the correct price is supplied automatically by the computer. The price level in the customer's record corresponds to the price adjustments in the inventory record.

For the purposes of getting inventory started, the concept of price levels and their relationship to Price Basis, List/Base, and Price Adjustments 1-9 should be understood. If not done already, read about Price Basis in *Basic Inventory Data*. It also explains about List/Base and Price Adjustments 1-9. Then return here.

 **NOTE:** There is an option to round prices which will change the results of price calculations. See Appendix C. Field Definitions, Add New Items, field 25 (**Price Round Code**) for more information.


### Loading Costs & Prices

Gather the following information for each inventory item. If desired, you can work with a section or group of inventory at a time.

- List/Base
- Price Adjustments 1-9
- Market Cost
- Average Cost
- Last Cost
- Cost Percent

There are several different ways of getting this information into the inventory file. This section presents 3 of these procedures:

Price/Adjustment Changes	Allows List/Base, Price Adjustments 1-9, and Market Cost to be entered one item at a time. Shows resulting price levels. See Step 1-12.
Copy From Field to Field	Allows you to move the value in any field in IM2 to another field in IM2 for a range of item numbers. For example, if List/Base for an item was entered in Price/Adjustment Changes, it can be copied to Last Cost, Average Cost, and Market Cost for the same item. This is a fast way to change a lot of items. See Step 13-21.
Change with Range	Allows you to enter or change values in any fields in IM2 for a range of item numbers. All items within the selected range will receive the value you wish to place in the selected field. See Steps 22-32.

 **NOTE:** None of these procedures would be used to change costs once you are using POS and Purchasing/Receiving. You would do that through Purchasing, Physical Count, or Inventory Adjustments because appropriate G/L entries are made through these procedures.

#### Steps 1-12: Price/Adjustment Changes

Use this option to enter List/Base, Price Adjustments 1-9, and Market Cost one item at a time. It shows the resulting price levels.

- 1 Starting at the **INVENTORY MENU**, select **4** for **Pricing** and press **Enter**. Then select **1** for **Price Maintenance**.
- 2 Select **2** for **Price/Adjustment Changes**.
- 3 The computer displays:

```

DS03914      Price/Adjustment Changes  DIM11 DATA      Date mm/dd/yy
Rev10.0.1

Select Store No (0=All):      0
Select Vendor   (0=All):      0

Select Inventory Field(s) With 'X'
[ ] New Price (Only)          [ ] Price Adjustment 5
[ ] List/Base Price           [ ] Price Adjustment 6
[ ] Price Adjustment 1         [ ] Price Adjustment 7
[ ] Price Adjustment 2         [ ] Price Adjustment 8
[ ] Price Adjustment 3         [ ] Price Adjustment 9
[ ] Price Adjustment 4         [ ] Market Cost

Select Cost Base For Margin%: 1
1=Average    3=Market
2=Last       4=List/Base

Select Method of Adjustment: 1
1 = Manually Select Each Item
2 = Automatically Select Next Item

<Esc>=End Program

```

If you have multiple stores, the cursor is at **Select Store No (0=All)**. Enter the appropriate store number or **0** (zero) for all stores. Then the cursor is at **Select Vendor (0=All)**. Press **Enter** to bypass.

- 4** Then select the fields you wish to change by entering an **X** next to the desired fields. To skip a field, press **Tab**. Enter **X** next to **List/Base Price**, **Price Adjustment 1** through however many price levels you are setting up, and **Market Cost** (if needed).

**5 Select Cost Base for Margin% :**

Press **Tab** to bypass.

**6 Select Method of Adjustment:**

- |   |  |
|---|--|
| <b>1=Manually Select Each Item</b>      | Allows you to manually select each item to be changed, one at a time, using the standard item selection routine.   |
| <b>2=Automatically Select Next Item</b> | Allows you to enter the first item to be changed and then the computer automatically displays the next item in numerical order, allowing you to change it as well. |

- 7 The computer displays another screen with the standard item selection routine and allows you to enter the item number, catalog number, etc. of the item requiring a change. For example:

```
DS03914    Price/Adjustment Changes                      Store:01
+-----+-----+-----+-----+
|Description                List/Base      Price Adj   Price       |
+-----+-----+-----+-----+
                                     1
                                     2
PB:                             3
CB:                             4
                                5
Ave Cost:                       6
Last Cost:                      7
Mkt Cost:                       8

-----
Select Item:

<Ent> = Display Search Options                    (?) = Help
```

Select the item needing to be changed. Or if you are selecting automatically, enter the first item of the range of needing to be changed.

 **NOTE:** If you are automatically selecting the next item, the order is determined by what number you enter here. If you want to see the items in item number order, enter the ITEM NO. If you want to see them in catalog number order, enter the CATALOG NO.

- 8** The computer displays the selected item and its corresponding price adjustments, prices, and gross margin %. For example:

DS03914 Price/Adjustment Changes				Store:01	
+-----+-----+-----+-----+-----+-----+					
Description	List/Base		Price Adj	Price	
+-----+-----+-----+-----+-----+-----+					
1-GALLON ALL PURPOSE	1.35 EA 1	35.50	1.83	26.23	
	2	30.00	1.76	23.30	
PB: 0 MARKUP %	3	25.00	1.69	20.12	
CB: 0 LAST COST	4	20.00	1.62	16.67	
	5	20.00	1.62	16.67	
Ave Cost: 1.35	6	.00	1.35	.00	
Last Cost: 1.35	7	.00	1.35	.00	
Mkt Cost: 1.35	8	.00	1.35	.00	
	9	.00	1.35	.00	
-----					
Item #: 15021110			Catlg #: 1GAP		
Mfg #:			Short : DRYWALL ACCESS		
T: 0	Fact: 0	Rnd:	Last Sale: 09/20/99	Last Purchase: 02/23/96	
Previous Item Value:			.00		
<UpA>=Previous Items List/Base ' '=Change Complete					

The cursor is positioned at the first field you selected in Step 4, most likely **List/Base**. You can do one of the following:

- Enter the new value** Enter the new value for the requested item/field and press **Enter**. If **New Price** was selected, it is the only value that can be changed.
- Tab** Press **Tab** to accept the displayed value and go on to the next selected field to change. When there are no more fields to change, go on to Step 9 to accept or reject the change.
- <UpA> = Previous Item's (value)** If you had already entered a new value for another item, it is displayed by **Previous Item's (value)**. If desired, press the up arrow to use that value for this item as well. On the first item, there is no previous item's value.
- Enter** Press **Enter** to move the cursor to the actual price. You can enter the desired actual price. The price adjustment will be recalculated for you. Or you can move the cursor to the gross margin % column (far right) and enter a different gross margin percent. The price adjustment will be recalculated for you.
- . (period) and Enter** Accepts the current changes, bypasses any remaining fields, and continues to Step 9 to accept or reject all changes to the item.
- Esc** Makes no changes to this item. Go back to Step 7 to select another item (either manually or automatically). Or backs up to the previous field to allow changes.

If an item has quantity breaks, the price will print next to the quantity with a "Q" preceding it. The value in the **Price** column for **Price Adj 6-9** are only displayed and can be changed by selecting **Price Adj 2-5**. There are additional fields displayed on the screen:

- XXX%** (Far right column). Gross margin percent based on the cost selected in Step 5 above (average, last, market, or list/base).
- T:** (Lower half). Item type.

**Fact:** (Lower half). Conversion factor.

**Rnd:** (Lower half). Rounding flag from IM1.D.

- 9 Repeat Step 8 for each selected field. The cursor stops automatically for you to make an entry.
- 10 When all selected fields have been entered, the computer asks at the bottom of the screen:

```
<Ent>=Accept Change  <Esc>=Reject Change
```

Press **Enter** to accept the changes or press **Esc** to reject them.

- 11 Depending on the method of adjustment (manual or automatic), you are returned to either Step 7 to select another item to change or the next item is displayed automatically in Step 8. Continue making changes as needed.
- 12 When done, press **Esc** until you return to the **INVENTORY MENU**.

#### Steps 13-21: Copy from Field to Field

Use this option to move the value in any field in IM2 to any other field in IM2 for a range of item numbers. These instructions show moving List/Base to Average Cost.

- 13 Starting at the **INVENTORY MENU**, select **10** for **Inventory Special Maintenance** and press **Enter**. Then select **2** for **Store Data IM2**.
- 14 Select **11** for **Copy Field From/To Field IM2**.
- 15 The computer displays:

```
DS03911      Move Values      DIM11 DATA      Date mm/dd/yy
Rev8.0.1

Select Value To Move From: 0
Select Value To Move To  :

1. New Price          8. Price Adj 1      17. Minimum
2. List/Base          9. Price Adj 2      18. Maximum
3. Average Cost       10. Price Adj 3     19. Beg Year Balance
4. Last Cost          11. Price Adj 4     20. Units On Hand
5. Market Cost        12. Price Adj 5     21. EOQ
6. Lifo Cost           13. Price Adj 6     22. Dollar Value
7. Count Cost          14. Price Adj 7     23. Before Count Units
                     15. Price Adj 8     24. Before Count Dollars
                     16. Price Adj 9     25. Count Units
                                     26. Count Dollars

<Esc> = End
```

The cursor is at **Select Value To Move From**. From the displayed list of fields, enter the number corresponding to the value you wish to move from (source). If you want to use List/Base as the source, enter **2** and press **Enter**.


- 16 **Select Value To Move To:**

Enter the number corresponding to the value you wish to move to (destination). If you want to move List/Base to Average Cost, enter **3** and press **Enter**.

**17** The computer displays:


DS03911	Move Values	DIM11 DATA	Date mm/dd/yy
Rev8.0.1			Port 39
			Store 01
1. Input Parameters			
Beginning Item No		0	
Ending Item No		99999999	
Source Store Number		1	
Destination Store Number		1	
Select Optional Field (Y/N)		N	

The cursor is at **Beginning Item No.** Enter the first item number of the range of items you wish to change. This must be the item number and not the catalog number.

 **NOTE:** If you want to change items within a certain group and/or section, enter the group/section number followed by all zeroes. For example: to change group 72, section 3, enter **72030000**.

**18** Ending Item No

Enter the ending item number of the range.

 **NOTE:** To pick up all remaining items with the group/section of the example, enter **72039999**.

**19** Press **Tab** through the next 3 fields (**Source Store Number**, **Destination Store Number**, **Select Optional Field**).**20** The computer asks:

```

This Program Will Now Move 'List/Base' In Store 1
                        To 'New Price' In Store 1

Are You Ready To Proceed? (YES/NO)

```

To begin the process, you must enter **YES**. Or enter **NO** to discontinue the process and return to Step 15 where you can enter the information again if needed.

**21** If you entered **YES**, the computer begins immediately to change the selected values for the selected range of items and displays the records as they are processed. When the job is done, the computer displays:

Normal End of Job - <Ent> = Continue

Press **Enter** to acknowledge this message and return to Step 15. You can set up another range of items to change or press **Esc** to end this process and return to the previous menu.



Steps 22-32: Change with Range

Use this option to enter or change values in any field or fields in IM2 for a range of items. All items within the range will receive the same value.

**22** From the **SPECIAL IM2 MAINTENANCE MENU**, select **1** for **Change Fields with Range IM2**.

**23** The computer displays:

```

DS03502      Change By Field (IM2.D)  DIM11 DATA      Date mm/dd/yy
Rev8.0.0
1. Input Parameters:
   Beginning Store No                1
   Ending   Store No                255
   Beginning Item No                 0
   Ending   Item No                99999999
   Select Optional Fields (Y/N)      N
   Field Number to Change (3-56)

```

The cursor is at **Beginning Store No**. Press **Tab** twice to bypass this and **Ending Store No**.

**24** **Beginning Item No**

Enter the first item of the range of items you wish to change. This must be the item number and not the catalog number.

**25** **Ending Item No**

Enter the ending item number of the range.

**26** **Select Optional Fields (Y/N)**

Press **Tab** to bypass.

**27** **Field Number to Change (3-56)**

Enter the first field number you wish to change. The fields that may be changed at this point are listed below. The computer displays the field description for your verification.

<u>Field #</u>	<u>Description</u>
10	List/Base Price
11	Price Adjustment 1
12	Price Adjustment 2
13	Price Adjustment 3
14	Price Adjustment 4
15	Price Adjustment 5
16	Price Adjustment 6
17	Price Adjustment 7
18	Price Adjustment 8
19	Price Adjustment 9
20	Average Cost
21	Last Cost
22	Market Cost

- 28 Enter the new value (new information) you wish to place in that field for all selected items. Or press **Tab** to leave unchanged (if you selected the wrong field).
- 29 Then you can select another field number and its new value. Repeat for as many fields as you need to change for the selected range of items.
- 30 When you are done selecting fields and entering new values, press **Esc**.
- 31 The computer displays:

```

DS03502      Change By Field (IM2.D)  DIM11 DATA      Date mm/dd/yy
Rev8.0.0                                           Port  39
                                                    Store 01

1. Input Parameters:
   Beginning Store No          1
   Ending   Store No          1
   Beginning Item No          10010055
   Ending   Item No           10010070
   Select Optional Fields (Y/N)
   Field Number to Change (3-56)  11  Price Adjustment 1

Beginning Item: 10010055  1-C BROWN RURAL MAIL BOX
Ending   Item: 10010070  CD1755 US4 SAFETY DOOR VIEWER

This program will replace fields in IM2.D with the following values:
   Price Adjustment 1          100.00

Are you sure you want to proceed (YES/NO)?

```

It also displays the field(s) and value(s) you entered. To begin the change process, you must enter **YES**. Or if you do not wish to continue, enter **NO**.

- 32 If you entered **YES**, the computer begins immediately to change the selected fields for the selected range of items and displays the records as they are processed. When the job is done, you are returned to Step 23 to set up another range to change or press **Esc** to end this process and return to the previous menu.
- 33 If you wish, print the report Store Data (Costs/Prices) from the **INVENTORY REPORTS MENU** or a price book from the **PRICING MENU** to give your work a final check. See the next section for instructions on printing a price book.

## Print Price Book

- 1 Starting at the **INVENTORY MENU**, select **4** for **Pricing** and press **Enter**.
- 2 Select **2** for **Pricing Reports**.
- 3 Select **1** for **Price Books**. Then select **1** for **Price Book - Format A**.
- 4 The computer displays:

```

DS03310   Price Book   DIM11 DATA                               Date mm/dd/yy/
Rev10.0.3                               STORE #1                 Port 39
1. Input Parameters
  Report Descr                               Calculation Basis(N=New,L=L/B)  L
  Beginning Item Number                      0      Ending Item Number      99999999
  Vendor Number (0=All)                      0      Section Page Break(Y/N)        N
  Column Multiplier (0=Not Used) 0          Group Page Break(Y/N)          Y
  Report Date                               mmddyy      Store Number          1
  Number of Copies 1      Beginning Page Number 1      Cat#/MFG# (C,M,N)  C
  Pricing - Types 1 And 3 Only (B=Both, F=Factor Only, E=Each Only)  B
  Print Items With Zero Amounts  N          Item Type (0-7 A=All)      A
  Order: 0=Item 1=Catalog 2=Short Descr 3=Item Descr 4=MFG Name      0
  Select Optional Field (Y/N)              N
  Value Column 1 (0-16) 0                  Value Column 5 (0-16) 0
  Value Column 2 (0-16) 0                  Value Column 6 (0-16) 0
  Value Column 3 (0-16) 0                  Value Column 7 (0-16) 0
  Value Column 4 (0-16) 0

<Ent> = Print Report      (E) = End      (1) = Input Parameters

```

You must enter column information to set up this report so enter **1** to input new parameters. Each parameter is described below. If you press **Enter** to print the report without entering any parameters, the computer will display:

```
You Must Enter Column Information
```

Press **Enter** to acknowledge this message and then enter the input parameters starting with **Value Column 1 (0-15)**. See below.

- 5 If you entered **1** to change the input parameters, the cursor moves to the top of the screen. Answer the input parameters as desired.

<b>Report Desc</b>	Enter a customized description (up to 19 characters) for this report. You can title the report anything that will describe its many options. For example, if you wish to produce a report showing price level 1 and list/base price, you could title the report <b>LIST/BASE &amp; PRICE 1</b> or <b>LIST/RETAIL</b> .
<b>Calculation Basis</b> (N=New, L=L/B)	Enter <b>N</b> if the calculation basis is to be the new price or <b>L</b> for the list/base price.
<b>Beginning Item No</b>	Enter the first item number you wish to appear on the report or press <b>Tab</b> to begin with the first item in the file.
<b>Ending Item Number</b>	Either enter the ending item number or press <b>Tab</b> to accept the default of printing all remaining items in the file.

Vendor Number (0=All)	If you have set up multiple vendors, enter the vendor number you wish to print for item selection. Only items with a matching vendor number will be printed. The vendor name will be displayed for your verification. Or enter <b>0</b> to select from all vendors.
Section/Page Break (Y/N)	Enter <b>Y</b> if you wish to begin each inventory <u>section</u> on a new page, <b>N</b> if not.
Column Multiplier (0=Not Used)	If you wish to increase each value in every column on the price book by a certain value, enter that multiplier here. For example, if you wish to double every price on the report, enter <b>2</b> . Or enter <b>0</b> to not use this option.
Group Page Break (Y/N)	Enter <b>Y</b> if you wish to begin each inventory <u>group</u> on a new page, <b>N</b> if not.
Report Date	The current system date is displayed. If you wish to accept it, press <b>Tab</b> . Or enter the date you wish to appear on the heading of the report.
Store Number	Enter the store number for this report. Items from the selected store will be printed.
Number of Copies	Enter the number of copies ( <b>1-9</b> ) you wish to print of this report.
Beginning Page Number	Enter the page number ( <b>1-9999</b> ) to appear on the first page of this report.
Cat#/MFG# (C,M,N)	Enter <b>C</b> if you wish to print the catalog number next to the item number, <b>M</b> to print the mfg number, or <b>N</b> to print neither.
Pricing - Types 1 and 3 Only (B=Both, F=Factor Only, E=Each Only)	Enter <b>B</b> for both factor and each pricing, <b>F</b> for factor only, or <b>E</b> for each only.
Print Items With Zero Amounts	Enter <b>Y</b> if you wish to print items even if they have zero amounts (values as selected in <b>Value Columns 1-7</b> ). Or enter <b>N</b> to not print these items.
Item Type (0-7 A=All)	If you wish to print a specific item type, enter the type here ( <b>0-7</b> ). Or enter <b>A</b> for all types of items.
Order: 0=Item 1=Catalog 2=Short Descr 3=Item Descr 4=MFG Name	Enter the code corresponding to the order in which the price book is to be printed.
Select Optional Field	Press <b>Tab</b> to bypass. If you need to use this option, refer to the introduction to Section 2, Inventory Reports, in the <i>Inventory User Manual</i> .
Value Column 1 (0-15)	You can design this report with up to 7 columns of prices and/or costs. Enter the value ( <b>1-15, 16, 101-199</b> ) you wish to print in the first column. If you wish nothing to print in this column, enter <b>0</b> . The value codes are listed at the bottom of the screen as follows:

**Select Optional Field**

Press **Tab** to bypass. If you need to use this option, refer to the introduction to Section 2, Inventory Reports, in the *Inventory User Manual*.

<b>1 = New</b>	New price
<b>2 = L/B</b>	List/Base price
<b>3 = Price 1</b>	Price level 1
<b>4 = Price 2</b>	Price level 2
<b>5 = Price 3</b>	Price level 3
<b>6 = Price 4</b>	Price level 4
<b>7 = Price 5</b>	Price level 5
<b>8 = Price 6</b>	Price level 6
<b>9 = Price 7</b>	Price level 7
<b>10 = Price 8</b>	Price level 8
<b>11 = Price 9</b>	Price level 9
<b>12 = Ave Cost</b>	Average cost
<b>13 = Lst Cost</b>	Last cost
<b>14 = Mkt Cost</b>	Market cost
<b>15 = LF Cost</b>	LIFO cost
<b>16 = Del Prc</b>	Delivery price code for zone #1 (this requires optional software)
<b>101-199=Matrix Value 10-99</b>	Price levels 10-99 from the price matrix

- 6** After you enter a value code, the computer displays the corresponding description. You have the following 3 options:


<b>Press Enter</b>	Clears the description
<b>Press Tab</b>	Retains the description
<b>Enter a new heading</b>	Enter up to 8 characters for a customized heading

- 7** Enter the desired values for columns 2-7 as described above.
- 8** Print the report using the standard print routine.

## Inventory Inquiry

Use this procedure to examine the status of any inventory item. You can view information such as how the item is set up, its costs and prices, stock status, and sales analysis history (once POS is active).

- 1 Starting at the **INVENTORY MENU**, select **1** for **File Inquiry** and press **Enter**.

 **NOTE:** If you have multiple stores, you will first be asked:

**Enter Store Number**

Enter the appropriate store number and press **Enter**.

### Steps 2-5: SEARCH FOR & SELECT AN ITEM

- 2 The computer displays:

```
-----
Select Item:

<Ent>=Display Search Options  <Esc>=Store Number          (?)=Help
```

The cursor is positioned at **Select Item:**. You can do one of the following options:

**Enter a number to look  
for an exact match**

You can either enter a catalog number, item number, or mfg number and the computer looks for an exact match. If a match is found, the selected item is displayed. If no match is found, the computer enters the search mode using the number you entered as the closest match to begin the search. If you entered a mfg number and there are duplicates found, you are taken to the search mode starting at the first occurrence of the entered mfg number.

**<Ent>=Display Search  
Options**

Press **Enter** to display the search options box. See Step 3.

**(?)=Help**

Enter **?** and press **Enter** for help with this field. The following box is displayed:

```
-----
Select Item:                                <Ent>=Search Options
Data <Ent>=Exact Match                      Data <Ent>=Exact Match
F15/N<Ent>=Next Search Item                 F15/N<Ent>=Next Search Item
<UpA>=                                     <UpA>= N/A
Data <UpA>=Search Short                     Data <UpA>=Search Short
<Esc>=Store Number                         <Esc>=Store Number
<DnA>=                                     <DnA>= N/A
-----+-----
<Ent>=Display Search Options  <Esc>=Store Number          (?)=Help
```

These are all the options you can do at **Select Item:**

<Ent>	Press <b>Enter</b> to display the search options.
Data <Ent>	Enter some data, such as the item number or catalog number, and press <b>Enter</b> to select an exact matching item.
F15/N <Ent>	Press either <b>F15</b> (function key 15) or <b>N</b> and press <b>Enter</b> to view the next search item in the search mode. If you were searching by item number, the computer displays the next item number. If you were searching by catalog number, the computer displays the next catalog number.
<UpA>	N/A
Data <UpA>	Enter some data, in this case catalog number, and press the up arrow. The computer immediately goes to the search mode beginning with the entered catalog number. This is the default key for inventory searches as set up in the Variable File (Basic Inventory Information or Password Account Options).
<Esc>	Press <b>Esc</b> to end the inventory inquiry and return to the previous menu.
<DnA>	N/A

3 If you pressed **Enter** in Step 2, the computer displays the search options box:

```

Search By:  1. Catalog Number
             2. Short Description
             3. Item Number
             4. Manufacturer Number
             5. Location Number
             6. Vendor Catalog
             7. Bar Code Number
             8. Group/Section
             9. Keyword
  
```

You can select one of the search options either by entering the number (1-9) and pressing **Enter** or moving the highlighted bar using the up or down arrow.

4 After selecting a search method, you are asked to enter the beginning number to search. For example, if you selected to search by catalog number, the computer asks **Start At Catalog:**. You can do one of the following options:

- Enter a beginning number to search and press **Enter**.
- Press **Enter** to start searching at the beginning of the file according to the search method (catalog number, short description, etc.).
- Press **Esc** to go back to the search options box in Step 4.


 **NOTE:** If you selected to search by group/section, the search procedure is a little different.

The computer asks **Start At Group:**. Enter the first group number (1-99) to start the search and press **Enter**.

The available group numbers and descriptions are displayed. Select the desired group by using the up or down arrows or enter another group number to jump to. When the desired group is highlighted, press **Enter**.

If you have section descriptions set up in the Variable File, the section numbers and descriptions are displayed. Select the section the same way as the group.

At this point, the computer displays the first item in the selected group/section.

 **NOTE:** If you selected to search by keyword, the computer searches through the IM1.D file (Inventory Static Data), reading each description, looking for a match against the keyword you entered. This takes some time, so if you have a large inventory file this is probably not the best way to search for items.

- 5 Once you are in the search mode, the computer displays the first 5 items according to the search method. For example:

```
-----
<Ent>=Select      <UpA/DnA>=Scroll      (.)=Page Down      (,)=Page Up      <Esc>=Exit
Jump to           (*)=Assoc Items      (;)=Item Search
-----

Item No--Catalog No-----Description-----Price-----Net
12229000 1/2 REDWOOD      1/2" REDWOOD STUD R/L      325.00      -20
12229004 1/2 REDWOOD      04 1/2" REDWOOD STUD R/L    2100.00      776
12229006 1/2 REDWOOD      06 1/2" REDWOOD STUD R/L    600.00      641
12229008 1/2 REDWOOD      08 1/2" REDWOOD STUD R/L    325.00      1043
12229010 1/2 REDWOOD      10 1/2" REDWOOD STUD R/L    325.00      388
```

The cursor is positioned at **Jump to \_\_\_\_ Number:**. The first item on the list is highlighted. You now have the following options:

<Ent>=Select	Press <b>Enter</b> to select the highlighted item. Continue with the program.
<UpA/DnA>=Scroll	Press the up or down arrow to scroll through the displayed list.
(.)=Page Down	Press the period and <b>Enter</b> to page down, using the last item displayed as the first item of the new display.
(<)=Page Up	Press the comma and <b>Enter</b> to page up, using the first item displayed as the last item of the new display.
<Esc>=Exit	Press <b>Esc</b> to end this routine and return to the search options box in Step 3.
Jump to ____ Number	To quickly go to another area of the item list, enter another beginning number to search.
Enter a line number	Even though a line number is not displayed, you can enter the line number ( <b>1-5</b> ) from the displayed items and press <b>Enter</b> to select that item.



## Steps 6-7: INVENTORY INQUIRY

- 6 After selecting an item above, the computer displays the inquiry screen for that item. For example:

```

3015100 1X10-RL #2 & BTR PINE          C#:110RL2P      M#:
                                         Use: 0          UPC#:
Short: SHORT          MFG Name: MFG1      Dscabl          Taxabl
Season Cd: 0 Stock Code: Price Round Cd: Purchasing Code:
Type: 2              Unit: MBF            Expected Margin: 25.00
Price Basis: 0       Item Code: Enter Desc: Cost Percentage: 75.00
Mkt Cost Basis: 1   Conv Factor: .8334    Spiff: 0
Primary
Vendor: 0            Vol/Wght Factor: .0000
Location:            Units Per Pack      .00
Store: 1            Price
New Price           2.00
List/Base           479.99
Prc Adj 1           60.00 768.00
Prc Adj 2           60.00 768.00
Prc Adj 3           50.00 720.00
Prc Adj 4           45.00 696.00
Prc Adj 5           40.00 672.00
Prc Adj 6           35.00 648.00
Price Sticker       Min: 0 Misc Code 1:
Max: 1 On Hand: 1000.00
Sales-RK N         0 On Rsv : .00
Avmar-RK N         0 Net : 1000.00
Gmroi-RK N         0 On Ord : .00
AVE : 480.00 EOQ : 1.00
LAST: 480.00 Dtl-Sale: 00/00/00
Mkt : 480.00 Dtl-Pur : 00/00/00
Dt Added: 10/01/96
Value: 480.00
(N)=Next (P)=Prev (O)=Ordrd (M)=Multi Store (V)=Vendor (S)=Sum
(G)=Graph (R)=Rsrvd (Q)=Quick Tally (H)=History (T)=Tallies

```

The information on this screen is somewhat self-explanatory. You can also enter the following options. Depending on the item's setup, some of these options may not be available.

- N to view the next item
  - P to view the previous item
  - H to view the history
  - G to view the history graph
  - V to view the multiple vendors
  - R to view the on reserve detail
  - O to view the on order detail
  - M to view the detail from other stores (multi-stores only)
  - S (random length items) to view the sum of the specific lengths
  - T (random length items) to view the tallies of the specific lengths
  - Q to show the quick tally routine
  - F to view the spiff information
  - S (random length items) to view the sum of the specific lengths
- 7 When you are done viewing the item, press **Esc** to return to Step 2 to select another item or end this process.

### Sample Items

---

- Example 1. Each item  
Type 0  
Percentage markdown from list (retail)
- Example 2. Specific lengths of lumber and plywood  
Type 1  
Percentage markup from cost (base)
- Example 3. Random length for Example 2  
Type 2  
Percentage markup from cost (base)
- Example 4. Molding  
Type 3 / Conversion factor 1  
Percentage markup from cost (base)
- Example 5. Molding  
Will enter lineal feet  
List/Base is in single footage
- Example 6. Misc. Molding  
Type 0 / Conversion factor 0
- Example 7. Electrical wire, rope, dowels, fasteners  
Type 0  
Purchasing Code=P (purchase quantity is different  
from selling quantity)  
Percentage markup from cost (base)
- Example 8. Misc. item 98  
Cost calculated from cost %  
Non-perpetual
- Example 9. Misc. item 99  
Enter price and cost at POS  
Non-perpetual

Along with each sample load form, there is an inventory inquiry screen showing you the item with its resulting price levels.

The last page is a blank load form that can be copied and filled out as needed.

# INVENTORY LOAD FORM

## Example 1. Each item (hammer)

\*\*\*\* IM1.D \*\*\*\*

\*\*\*\* IM2.D \*\*\*\*

1.Item No	<u>05311101</u>	32.Non Perpet	<u>N</u>
2.Catalog	<u>16 OZ HAMMER</u>	33.No History	<u>N</u>
3.Mfg No		34.Minimum	
4.Short Desc	<u>HAMMER</u>	35.Maximum	
5.Mfg Name		36.Ave/Lst Cost	<u>15.00</u>
6.Item Desc	<u>CR11XL HAMMER 11442</u>	37.Market Cost	
7.Unit Desc	<u>EA</u>	38.LIFO Cost	
8.Item Code		39.List/Base	<u>29.95-retail</u>
9.Non Disc		40.Price Adj 1	<u>-10</u>
10.Non Tax		41.Price Adj 2	<u>-20</u>
11.Enter Desc		42.Price Adj 3	
12.C or M		43.Price Adj 4	
13.Type (0-7)	<u>0</u>	44.Price Adj 5	
14.Price Basis	<u>0</u>	45.Price Adj 6	
15.Mkt Cst Basis	<u>1</u>	46.Price Adj 7	
16.Conv Factor		47.Price Adj 8	
17.Ex Gross Marg	<u>33.00</u>	48.Price Adj 9	
18.Cost Percent	<u>75.00</u>		
19.Second Desc			

\*\*\*\* OM4.D - Vendors \*\*\*\*

\*\*\*\* IM9.D - Locations \*\*\*\*

49.Vendor	-1		57..Location 1	
50.Catalog	-1		58..Location 2	
51.Units p/Pkg-1				
52.Order Cost	-1			
53.Vendor	-2			
54.Catalog	-2			
55.Units p/Pkg-2				
56.Order Cost	-2			

\*\*\*\* BC1.D - Bar Codes \*\*\*\*

59..Bar Code 1	
60..Bar Code 2	

## Example 1. Each item (hammer)

```

5311101 CR11XL HAMMER 11442      C#:16 OZ HAMMER      M#:
                                   Use: 0                UPC#:
Short: HAMMER                    MFG Name:                Dscabl      Taxabl
Season Cd: 0 Stock Code:      Price Round Cd:  Purchasing Code:
Type: 0                        Unit: EA                  Expected Margin: 33.00
Price Basis: 0                Item Code:      Enter Desc:  Cost Percentage: 75.00
Mkt Cost Basis: 1  Conv Factor: .0000          Spiff:      0
Primary                      Assoc. Number :      0
Vendor:      0              Vol/Wght Factor:  .0000
Location:                                Units Per Pack .00
Store: 1      Price
New Price
List/Base      29.95      Price Sticker      Misc Code 1:
Prc Adj 1      29.95      Min:      0      Misc Code 2:
Prc Adj 2      -10.00     26.95      Max:      0      On Hand:      .00
Prc Adj 3      -20.00     23.96     Sales-RK N      0 On Rsv :      .00
                                   Avmar-RK N      0 Net :      .00
                                   Gmroi-RK N      0 On Ord :      .00
                                   AVE :      15.00 EOQ :      .00
                                   LAST:      15.00 Dtl-Sale: 00/00/00
                                   Mkt :      .00 Dtl-Pur : 00/00/00
                                   Dtl-Ct : 00/00/00
                                   Value:      .00 Dt Added: 00/00/00
(N)=Next  (P)=Prev  (O)=Ordrd      (V)=Vendor
          (G)=Graph  (R)=Rsrvd      (H)=History

```

# INVENTORY LOAD FORM

## Example 2. Type 1-specific lengths of lumber and plywood

\*\*\*\* IM1.D \*\*\*\*

\*\*\*\* IM2.D \*\*\*\*

1.Item No	<u>51051108</u>	32.Non Perpet	<u>N</u>
2.Catalog	<u>2408H</u>	33.No History	<u>N</u>
3.Mfg No	<u></u>	34.Minimum	<u></u>
4.Short Desc	<u>HF</u>	35.Maximum	<u></u>
5.Mfg Name	<u></u>	36.Ave/Lst Cost	<u>250.00**</u>
6.Item Desc	<u>2x4-08 STD &amp; BTR HEM FIR</u>	37.Market Cost	<u></u>
7.Unit Desc	<u>BF</u>	38.LIFO Cost	<u></u>
8.Item Code	<u></u>	39.List/Base	<u>250.00**</u>
9.Non Disc	<u></u>	40.Price Adj 1	<u>60.00</u>
10.Non Tax	<u></u>	41.Price Adj 2	<u>55.00</u>
11.Enter Desc	<u></u>	42.Price Adj 3	<u>50.00</u>
12.C or M	<u>M</u>	43.Price Adj 4	<u></u>
13.Type (0-7)	<u>1</u>	44.Price Adj 5	<u></u>
14.Price Basis	<u>0</u>	45.Price Adj 6	<u></u>
15.Mkt Cst Basis	<u>0</u>	46.Price Adj 7	<u></u>
16.Conv Factor	<u>5.333*</u>	47.Price Adj 8	<u></u>
17.Ex Gross Marg	<u>15.00</u>	48.Price Adj 9	<u></u>
18.Cost Percent	<u>75.00</u>		
19.Second Desc	<u></u>		

\*\*\*\* OM4.D - Vendors \*\*\*\*

\*\*\*\* IM9.D - Locations \*\*\*\*

49.Vendor	-1	<u></u>	57..Location 1	<u></u>
50.Catalog	-1	<u></u>	58..Location 2	<u></u>
51.Units p/Pkg-1	<u></u>			
52.Order Cost	-1	<u></u>		
53.Vendor	-2	<u></u>		
54.Catalog	-2	<u></u>		
55.Units p/Pkg-2	<u></u>			
56.Order Cost	-2	<u></u>		

\*\*\*\* BC1.D - Bar Codes \*\*\*\*

59..Bar Code 1	<u></u>
60..Bar Code 2	<u></u>

\* Specific length lumber=thickness x width x length/12. Plywood=width x length

\*\* Cost per thousand

**Example 2. Type 1-specific lengths of lumber and plywood**

```

51051108 2x4-08 STD & BTR HEM FIR      C#:2408H      M#:
Use: 0      UPC#:
Short: HF      MFG Name:      Dscabl      Taxabl
Season Cd: 0 Stock Code:      Price Round Cd:      Purchasing Code:
Type: 1      Unit: MBF      Expected Margin: 15.00
Price Basis: 0      Item Code:      Enter Desc:      Cost Percentage: 75.00
Mkt Cost Basis: 0      Conv Factor: 5.3333      Spiff: 0
Primary      Assoc. Number : 0
Vendor: 0      Vol/Wght Factor: .0000
Location:      Units Per Pack .00
Store: 1      Price      Each      Perpetual      Save-Hist
New Price      Price Sticker      Misc Code 1:
List/Base      250.00      1.33 Min: 0      Misc Code 2:
Prc Adj 1      60.00      400.00      2.13 Max: 0      On Hand: .00
Prc Adj 2      55.00      388.00      2.07 Sales-RK N      0 On Rsv : .00
Prc Adj 3      50.00      375.00      2.00 Avmar-RK N      0 Net : .00
Gmroi-RK N      0 On Ord : .00
AVE : 250.00      EOQ : .00
LAST: 250.00      Dtl-Sale: 00/00/00
Mkt : .00      Dtl-Pur : 00/00/00
Dtl-Ct : 00/00/00
Value: .00      Dt Added: 00/00/00

(N)=Next      (P)=Prev      (O)=Ordrd      (V)=Vendor
(G)=Graph      (R)=Rsrvd      (H)=History

```

# INVENTORY LOAD FORM

## Example 3. Type 2-random length item

\*\*\*\* IM1.D \*\*\*\*

\*\*\*\* IM2.D \*\*\*\*

1.Item No <u>51051100</u> must end in "00"	32.Non Perpet <u>N</u>
2.Catalog <u>24RLH</u> must have "RL" in Catalog #	33.No History <u>N</u>
3.Mfg No _____	34.Minimum _____
4.Short Desc <u>HF</u>	35.Maximum _____
5.Mfg Name _____	36.Ave/Lst Cost <u>250.00</u>
6.Item Desc <u>2X4-RL STD &amp; BTR HEM FIR</u> must have "RL" in Item Desc	37.Market Cost _____
7.Unit Desc <u>BF</u>	20.Second Desc Use _____
8.Item Code _____	21.Units p/Pkg Use _____
9.Non Disc _____	22.EOQ _____
10.Non Tax _____	23.Season Code _____
11.Enter Desc _____	24.Stock Code _____
12.C or M <u>M</u>	25.Price Round Code _____
13.Type (0-7) <u>2</u>	26.Purchasing Code _____
14.Price Basis <u>0</u>	27.Vol/Wt Conv _____
15.Mkt Cst Basis <u>0</u>	28.Prt Price Stckrs _____
16.Conv Factor <u>.6667*</u>	29. Misc Code-1 _____
17.Ex Gross Marg <u>25.00</u>	30. Misc Code-2 _____
18.Cost Percent <u>75.00</u>	31. Assoc # _____
19.Second Desc _____	

\*\*\*\* OM4.D - Vendors \*\*\*\*

\*\*\*\* IM9.D - Locations \*\*\*\*

49.Vendor -1 _____	57..Location 1 _____
50.Catalog -1 _____	58..Location 2 _____
51.Units p/Pkg-1 _____	
52.Order Cost -1 _____	**** BC1.D - Bar Codes ****
53.Vendor -2 _____	59..Bar Code 1 _____
54.Catalog -2 _____	60..Bar Code 2 _____
55.Units p/Pkg-2 _____	
56.Order Cost -2 _____	

\* Thickness x width/12

## Example 3. Type 2-random length item

```

51051100 2x4-RL STD & BTR HEM FIR      C#:24RLH      M#:
                                      Use: 0      UPC#:
Short: HF      MFG Name:      Dscabl      Taxabl
Season Cd: 0  Stock Code:      Price Round Cd:      Purchasing Code:
Type: 2      Unit: MBF      Expected Margin: 25.00
Price Basis: 0  Item Code:      Enter Desc:      Cost Percentage: 75.00
Mkt Cost Basis: 0  Conv Factor: .6667      Spiff: 0
Primary      Assoc. Number : 0
Vendor: 0      Vol/Wght Factor: .0000
Location:      Units Per Pack .00
Store: 1      Price      Perpetual      Save-Hist
New Price      Price Sticker      Misc Code 1:
List/Base      Min: 0      Misc Code 2:
Prc Adj 1      60.00      400.00      Max: 0      On Hand: .00
Prc Adj 2      55.00      388.00      Sales-RK N      0 On Rsv : .00
Prc Adj 3      50.00      375.00      Avmar-RK N      0 Net : .00
                                      Gmroi-RK N      0 On Ord : .00
                                      AVE : 250.00      EOQ : .00
                                      LAST: 250.00      Dtl-Sale: 00/00/00
                                      Mkt : .00      Dtl-Pur : 00/00/00
                                      Value: .00      Dtl-Ct : 00/00/00
                                      Dt Added: 00/00/00
(N)=Next  (P)=Prev  (O)=Ordrd      (V)=Vendor  (S)=Sum
(G)=Graph  (R)=Rsrvd  (Q)=Quick Tally  (H)=History  (T)=Tallies

```



## INVENTORY LOAD FORM

## Example 4. Type 3-molding

\*\*\*\* IM1.D \*\*\*\*

\*\*\*\* IM2.D \*\*\*\*

1.Item No	<u>21020001</u>	32.Non Perpet	<u>N</u>
2.Catalog	<u>BRICKMOLD</u>	33.No History	<u>N</u>
3.Mfg No	<u>21020001</u>	34.Minimum	
4.Short Desc	<u>BRICKMOLD</u>	35.Maximum	
5.Mfg Name		36.Ave/Lst Cost	<u>20.00</u>
6.Item Desc	<u>5-1/4 BRICK MOLDING</u>	37.Market Cost	
7.Unit Desc	<u>LF</u>	38.LIFO Cost	
8.Item Code		39.List/Base	<u>25.00</u>
9.Non Disc		40.Price Adj 1	<u>40.00</u>
10.Non Tax		41.Price Adj 2	<u>35.00</u>
11.Enter Desc		42.Price Adj 3	<u>35.00</u>
12.C or M	<u>C</u>	43.Price Adj 4	<u>30.00</u>
13.Type (0-7)	<u>3</u>	44.Price Adj 5	<u>30.00</u>
14.Price Basis	<u>1</u>	45.Price Adj 6	
15.Mkt Cst Basis	<u>2</u>	46.Price Adj 7	
16.Conv Factor	<u>1.0000</u>	47.Price Adj 8	
17.Ex Gross Marg	<u>30.00</u>	48.Price Adj 9	
18.Cost Percent	<u>75.00</u>	31. Assoc #	
19.Second Desc			

\*\*\*\* OM4.D - Vendors \*\*\*\*

\*\*\*\* IM9.D - Locations \*\*\*\*

49.Vendor	-1		57..Location 1	
50.Catalog	-1		58..Location 2	
51.Units p/Pkg-1				
52.Order Cost	-1		**** BC1.D - Bar Codes ****	
53.Vendor	-2		59..Bar Code 1	
54.Catalog	-2		60..Bar Code 2	
55.Units p/Pkg-2				
56.Order Cost	-2			

## Example 4. Type 3-molding

```

21020001 5-1/4 BRICK MOLD          C#:BRICKMOLD      M#:
                                   Use: 0          UPC#:99921020001
Short: BRICKMOLD      MFG Name:      Dscabl      Taxabl
Season Cd: 0  Stock Code:  Price Round Cd:  Purchasing Code:
Type: 3      Unit: CLF      Expected Margin: 30.00
Price Basis: 1  Item Code:  Enter Desc:  Cost Percentage: 75.00
Mkt Cost Basis: 2  Conv Factor: 1.0000  Spiff: 1
Primary      Assoc. Number : 0
Vendor:      Vol/Wght Factor: .0000
Location:    Units Per Pack .00
Store: 1      Price      Perpetual      Save-Hist
New Price
List/Base      25.00      Price Sticker  Misc Code 1:
Prc Adj 1      40.00      65.00      Min: 0      Misc Code 2:
Prc Adj 2      35.00      60.00      Max: 0      On Hand: .00
Prc Adj 3      35.00      60.00      Sales-RK E 0 On Rsv : .00
Prc Adj 4      30.00      55.00      Avmar-RK E 0 Net : .00
Prc Adj 5      30.00      55.00      Gmroi-RK E 0 On Ord : .00
AVE : 20.00 EOQ : .00
LAST: 20.00 Dtl-Sale: 00/00/00
Mkt : .00 Dtl-Pur : 00/00/00
Value: .00 Dtl-Ct : 00/00/00
Dt Added: 00/00/00
(N)=Next (P)=Prev (O)=Ordrd (V)=Vendor (F)=Spiff
(G)=Graph (R)=Rsrvd (Q)=Quick Tally (H)=History

```

# INVENTORY LOAD FORM

## Example 5. Type 0-molding

\*\*\*\* IM1.D \*\*\*\*

\*\*\*\* IM2.D \*\*\*\*

1.Item No	<u>21010002</u>	32.Non Perpet	<u>N</u>
2.Catalog	<u>CASING</u>	33.No History	<u>N</u>
3.Mfg No	<u>21010002</u>	34.Minimum	
4.Short Desc	<u>CASING</u>	35.Maximum	
5.Mfg Name		36.Ave/Lst Cost	<u>20.00</u>
6.Item Desc	<u>2-1/4" DOOR CASING</u>	37.Market Cost	
7.Unit Desc	<u>FT</u>	38.LIFO Cost	
8.Item Code		39.List/Base	<u>25.00</u>
9.Non Disc		40.Price Adj 1	<u>40.00</u>
10.Non Tax		41.Price Adj 2	<u>35.00</u>
11.Enter Desc		42.Price Adj 3	<u>30.00</u>
12.C or M		43.Price Adj 4	<u>30.00</u>
13.Type (0-7)	<u>0</u>	44.Price Adj 5	<u>30.00</u>
14.Price Basis	<u>1</u>	45.Price Adj 6	
15.Mkt Cst Basis	<u>2</u>	46.Price Adj 7	
16.Conv Factor	<u>.0000</u>	47.Price Adj 8	
17.Ex Gross Marg	<u>25.00</u>	48.Price Adj 9	
18.Cost Percent	<u>75.00</u>	31. Assoc #	
19.Second Desc			

\*\*\*\* OM4.D - Vendors \*\*\*\*

\*\*\*\* IM9.D - Locations \*\*\*\*

49.Vendor	-1		57..Location 1	
50.Catalog	-1		58..Location 2	
51.Units p/Pkg-1				
52.Order Cost	-1		**** BC1.D - Bar Codes ****	
53.Vendor	-2		59..Bar Code 1	
54.Catalog	-2		60..Bar Code 2	
55.Units p/Pkg-2				
56.Order Cost	-2			

## Example 5. Type 0-molding

```

21010002 2-1/4" DOOR CASING          C#:CASING          M#:
                                      Use: 0          UPC#:99921010002
Short: CASING          MFG Name:          Dscabl          Taxabl
Season Cd: 0 Stock Code: Price Round Cd: Purchasing Code:
Type: 0          Unit: FT          Expected Margin: 25.00
Price Basis: 1          Item Code: Enter Desc: Cost Percentage: 75.00
Mkt Cost Basis: 2 Conv Factor: .0000 Spiff:
Primary          Assoc. Number : 0
Vendor:          Vol/Wght Factor: .0000
Location:        Units Per Pack .00
Store: 1          Price          Perpetual          Save-Hist
New Price
List/Base          25.00          Price Sticker          Misc Code 1:
Prc Adj 1          40.00          65.00          Min: 0          Misc Code 2:
Prc Adj 2          35.00          60.00          Max: 0          On Hand: .00
Prc Adj 3          30.00          55.00          Sales-RK B 0 On Rsv : .00
Prc Adj 4          30.00          55.00          Avmar-RK B 0 Net : .00
Prc Adj 5          30.00          55.00          Gmroi-RK B 0 On Ord : .00
AVE : 20.00 EOQ : .00
LAST: 20.00 Dtl-Sale: 00/00/00
Mkt : .00 Dtl-Pur : 00/00/00
Value: .00 Dtl-Ct : 00/00/00
Dt Added: 00/00/00
(N)=Next (P)=Prev (O)=Ordrd (V)=Vendor (F)=Spiff
(G)=Graph (R)=Rsrvd (H)=History

```

# INVENTORY LOAD FORM

## Example 6. Misc. molding

\*\*\*\* IM1.D \*\*\*\*

\*\*\*\* IM2.D \*\*\*\*

1.Item No	<u>21999999</u>	32.Non Perpet	<u>Y</u>
2.Catalog	<u>MOLDING</u>	33.No History	<u>Y</u>
3.Mfg No	<u>21999999</u>	34.Minimum	
4.Short Desc	<u>MOLDING</u>	35.Maximum	
5.Mfg Name		36.Ave/Lst Cost	<u>.00</u>
6.Item Desc	<u>MISCELLANEOUS MOLDING</u>	37.Market Cost	
7.Unit Desc	<u>EA</u>	38.LIFO Cost	
8.Item Code		39.List/Base	<u>.00</u>
9.Non Disc		40.Price Adj 1	<u>(blank)</u>
10.Non Tax		41.Price Adj 2	<u>"</u>
11.Enter Desc	<u>Y</u>	42.Price Adj 3	<u>"</u>
12.C or M		43.Price Adj 4	<u>"</u>
13.Type (0-7)	<u>0</u>	44.Price Adj 5	<u>"</u>
14.Price Basis	<u>1</u>	45.Price Adj 6	
15.Mkt Cst Basis	<u>2</u>	46.Price Adj 7	
16.Conv Factor	<u>.0000</u>	47.Price Adj 8	
17.Ex Gross Marg	<u>35.00</u>	48.Price Adj 9	
18.Cost Percent	<u>65.00</u>	31. Assoc #	
19.Second Desc			

\*\*\*\* OM4.D - Vendors \*\*\*\*

\*\*\*\* IM9.D - Locations \*\*\*\*

49.Vendor	-1		57..Location 1	
50.Catalog	-1		58..Location 2	
51.Units p/Pkg-1				
52.Order Cost	-1		**** BC1.D - Bar Codes ****	
53.Vendor	-2		59..Bar Code 1	
54.Catalog	-2		60..Bar Code 2	
55.Units p/Pkg-2				
56.Order Cost	-2			

## Example 6. Misc.-molding

```

21999999 MISCELLANEOUS MOLDINGS          C#:MOLDING          M#:21999999
                                           Use: 0              UPC#:
Short: MOLDING          MFG Name:          Dscabl          Taxabl
Season Cd: 0 Stock Code: Price Round Cd: Purchasing Code:
Type: 0          Unit: EA          Expected Margin: 35.00
Price Basis: 1    Item Code:      Enter Desc: Y Cost Percentage: 65.00
Mkt Cost Basis: 2 Conv Factor:    .0000      Spiff: 0
Primary          Assoc. Number : 0
Vendor: 0        Vol/Wght Factor: .0000
Location:        Units Per Pack .00
Store: 1          Price          Nonperpetual No-Hist
New Price          Price Sticker  Misc Code 1:
List/Base          Min: 0        Misc Code 2:
Prc Adj 1          Max: 0        On Hand: .00
Sales-RK E        6 On Rsv : .00
Avmar-RK E        6 Net : .00
Gmroi-RK E        5 On Ord : .00
AVE : .00 EOQ : .00
LAST: .00 Dtl-Sale: 00/00/00
Mkt : .00 Dtl-Pur : 00/00/00
Value: .00 Dtl-Ct : 00/00/00
Dt Added: 00/00/00
(N)=Next (P)=Prev (O)=Ordrd (V)=Vendor
(G)=Graph (R)=Rsrvd (H)=History

```

# INVENTORY LOAD FORM

## Example 7. Electrical wire, rope, dowels, fasteners (Purchasing Code=P)

\*\*\*\* IM1.D \*\*\*\*

\*\*\*\* IM2.D \*\*\*\*

1.Item No	<u>65011002</u>	32.Non Perpet	_____
2.Catalog	<u>3D</u>	33.No History	_____
3.Mfg No	_____	34.Minimum	_____
4.Short Desc	<u>NAILS BOX</u>	35.Maximum	_____
5.Mfg Name	_____	36.Ave/Lst Cost	<u>.40**</u>
6.Item Desc	<u>3d BOX NAILS</u>	37.Market Cost	_____
7.Unit Desc	<u>LB</u>	38.LIFO Cost	_____
8.Item Code	_____	39.List/Base	<u>.40**</u>
9.Non Disc	_____	40.Price Adj 1	<u>60.00</u>
10.Non Tax	_____	41.Price Adj 2	<u>55.00</u>
11.Enter Desc	_____	42.Price Adj 3	<u>50.00</u>
12.C or M	_____	43.Price Adj 4	_____
13.Type (0-7)	<u>0</u>	44.Price Adj 5	_____
14.Price Basis	<u>0</u>	45.Price Adj 6	_____
15.Mkt Cst Basis	<u>0</u>	46.Price Adj 7	_____
16.Conv Factor	<u>1.0000</u>	47.Price Adj 8	_____
17.Ex Gross Marg	<u>25.00</u>	48.Price Adj 9	_____
18.Cost Percent	<u>75.00</u>	31. Assoc #	_____
19.Second Desc	_____		

\*\*\*\* OM4.D - Vendors \*\*\*\*

\*\*\*\* IM9.D - Locations \*\*\*\*

49.Vendor	-1	_____	57..Location 1	_____
50.Catalog	-1	_____	58..Location 2	_____
51.Units p/Pkg-1	_____			
52.Order Cost	-1	_____		
53.Vendor	-2	_____		
54.Catalog	-2	_____		
55.Units p/Pkg-2	_____			
56.Order Cost	-2	_____		

\*\*\*\* BC1.D - Bar Codes \*\*\*\*

59..Bar Code 1	_____
60..Bar Code 2	_____

\* Purchase quantity 1 = 1 50 lb. box. Selling quantity 1 = 1 lb.

\*\* Cost per pound

<b>Example 7. Electrical wire, rope, dowels, fasteners (Purchasing Code=P)</b>
--

```

65011002 3d BOX NAILS          C#:3D          M#:
                                Use: 0          UPC#:
Short: NAILS BOX          MFG Name:          Dscabl          Taxabl
Season Cd: 0 Stock Code:          Price Round Cd:          Purchasing Code: P
Type: 0          Unit: LB          Expected Margin: 25.00
Price Basis: 0          Item Code:          Enter Desc:          Cost Percentage: 75.00
Mkt Cost Basis: 0          Conv Factor: 1.0000          Spiff: 0
Primary          Assoc. Number : 0
Vendor: 0          Vol/Wght Factor: .0000
Location:          Units Per Pack 50.00
Store: 1          Price          Perpetual          Save-Hist
New Price          Price Sticker          Misc Code 1:
List/Base          Min: 0          Misc Code 2:
Prc Adj 1          60.00          .64          Max: 0          On Hand: .00
Prc Adj 2          55.00          .62          Sales-RK N          0 On Rsv : .00
Prc Adj 3          50.00          .60          Avmar-RK N          0 Net : .00
                                Gmroi-RK N          0 On Ord : .00
                                AVE : .40 EOQ : .00
                                LAST: .40 Dtl-Sale: 00/00/00
                                Mkt : .00 Dtl-Pur : 00/00/00
                                Dtl-Ct : 00/00/00
                                Value: .00 Dt Added: 00/00/0
(N)=Next (P)=Prev (O)=Ordrd          (V)=Vendor
(G)=Graph (R)=Rsrvd          (H)=History

```



# INVENTORY LOAD FORM

## Example 8. Misc. item 98 (cost calculated)

\*\*\*\* IM1.D \*\*\*\*

\*\*\*\* IM2.D \*\*\*\*

1.Item No <u>55999998</u>		32.Non Perpet <u>Y</u>
2.Catalog <u>M55P</u>		33.No History <u>Y</u>
3.Mfg No _____		34.Minimum _____
4.Short Desc <u>MISC</u>		35.Maximum _____
5.Mfg Name _____		36.Ave/Lst Cost <u>.00</u>
6.Item Desc <u>MISCELLANEOUS REDWOOD - PERCENT</u>		37.Market Cost _____
7.Unit Desc _____	20.Second Desc Use _____	38.LIFO Cost _____
8.Item Code _____	21.Units p/Pkg Use _____	39.List/Base <u>.00</u>
9.Non Disc _____	22.EOQ _____	40.Price Adj 1 <u>(blank)</u>
10.Non Tax _____	23.Season Code _____	41.Price Adj 2 <u>"</u>
11.Enter Desc <u>Y</u>	24.Stock Code _____	42.Price Adj 3 <u>"</u>
12.C or M _____	25.Price Round Code _____	43.Price Adj 4 <u>"</u>
13.Type (0-7) <u>0</u>	26.Purchasing Code _____	44.Price Adj 5 _____
14.Price Basis <u>0</u>	27.Vol/Wt Conv _____	45.Price Adj 6 _____
15.Mkt Cst Basis <u>0</u>	28.Prt Price Stckrs _____	46.Price Adj 7 _____
16.Conv Factor <u>.0000</u>	29. Misc Code-1 _____	47.Price Adj 8 _____
17.Ex Gross Marg <u>25.00</u>	30. Misc Code-2 _____	48.Price Adj 9 _____
18.Cost Percent <u>75.00</u>	31. Assoc # _____	
19.Second Desc _____		

\*\*\*\* OM4.D - Vendors \*\*\*\*

\*\*\*\* IM9.D - Locations \*\*\*\*

49.Vendor -1 _____	57..Location 1 _____
50.Catalog -1 _____	58..Location 2 _____
51.Units p/Pkg-1 _____	
52.Order Cost -1 _____	**** BC1.D - Bar Codes ****
53.Vendor -2 _____	59..Bar Code 1 _____
54.Catalog -2 _____	60..Bar Code 2 _____
55.Units p/Pkg-2 _____	
56.Order Cost -2 _____	

**Example 8. Misc.-item 98 (cost calculated)**

```

55999998 MISCELLANEOUS REDWOOD-PERCENT  C#:M55P      M#:
                                Use: 0      UPC#:
Short: MISC                      MFG Name:      Dscabl      Taxabl
Season Cd: 0 Stock Code:      Price Round Cd:  Purchasing Code:
Type: 0      Unit:      Expected Margin: 25.00
Price Basis: 0 Item Code:      Enter Desc: Y      Cost Percentage: 75.00
Mkt Cost Basis: 0 Conv Factor: .0000      Spiff: 0
Primary      Assoc. Number : 0
Vendor: 0      Vol/Wght Factor: .0000
Location:      Units Per Pack .00
Store: 1      Price      Nonperpetual No-Hist
New Price      Price Sticker      Misc Code 1:
List/Base      Min: 0      Misc Code 2:
Prc Adj 1      Max: 0      On Hand: .00
Sales-RK N      0 On Rsv : .00
Avmar-RK N      0 Net : .00
Gmroi-RK N      0 On Ord : .00
AVE : .00 EOQ : .00
LAST: .00 Dtl-Sale: 00/00/00
Mkt : .00 Dtl-Pur : 00/00/00
Value: .00 Dtl-Ct : 00/00/00
Dt Added: 00/00/00
(N)=Next (P)=Prev (O)=Ordrd (V)=Vendor
(G)=Graph (R)=Rsrvd (H)=History

```

# INVENTORY LOAD FORM

## Example 9. Misc. item 99 (cost entered)

\*\*\*\* IM1.D \*\*\*\*

\*\*\*\* IM2.D \*\*\*\*

1.Item No	<u>55999999</u>	32.Non Perpet	<u>Y</u>
2.Catalog	<u>M5S</u>	33.No History	<u>Y</u>
3.Mfg No		34.Minimum	
4.Short Desc	<u>MISC</u>	35.Maximum	
5.Mfg Name		36.Ave/Lst Cost	<u>.00</u>
6.Item Desc	<u>MISCELLANEOUS REDWOOD</u>	37.Market Cost	
7.Unit Desc		38.LIFO Cost	
8.Item Code		39.List/Base	<u>.00</u>
9.Non Disc		40.Price Adj 1	<u>(blank)</u>
10.Non Tax		41.Price Adj 2	<u>"</u>
11.Enter Desc	<u>Y</u>	42.Price Adj 3	<u>"</u>
12.C or M		43.Price Adj 4	<u>"</u>
13.Type (0-7)	<u>0</u>	44.Price Adj 5	
14.Price Basis	<u>0</u>	45.Price Adj 6	
15.Mkt Cst Basis	<u>0</u>	46.Price Adj 7	
16.Conv Factor	<u>.0000</u>	47.Price Adj 8	
17.Ex Gross Marg	<u>25.00</u>	48.Price Adj 9	
18.Cost Percent	<u>.00</u>		
19.Second Desc			

\*\*\*\* OM4.D - Vendors \*\*\*\*

\*\*\*\* IM9.D - Locations \*\*\*\*

49.Vendor	-1		57..Location 1	
50.Catalog	-1		58..Location 2	
51.Units p/Pkg-1				
52.Order Cost	-1		**** BC1.D - Bar Codes ****	
53.Vendor	-2		59..Bar Code 1	
54.Catalog	-2		60..Bar Code 2	
55.Units p/Pkg-2				
56.Order Cost	-2			

**Example 9. Misc.-item 99 (cost entered)**

```

55999998 MISCELLANEOUS REDWOOD-PERCENT  C#:M55P      M#:
                                         Use: 0      UPC#:
Short: MISC          MFG Name:          Dscabl      Taxabl
Season Cd: 0 Stock Code: Price Round Cd: Purchasing Code:
Type: 0             Unit:               Expected Margin: 25.00
Price Basis: 0      Item Code: Enter Desc: Y Cost Percentage: 75.00
Mkt Cost Basis: 0   Conv Factor: .0000      Spiff: 0
Primary            Assoc. Number : 0
Vendor: 0          Vol/Wght Factor: .0000
Location:          Units Per Pack .00
Store: 1          Price               Nonperpetual No-Hist
New Price          Price Sticker      Misc Code 1:
List/Base          Min: 0             Misc Code 2:
Prc Adj 1          Max: 0             On Hand: .00
Sales-RK N        0 On Rsv : .00
Avmar-RK N        0 Net : .00
Gmroi-RK N        0 On Ord : .00
AVE : .00 EOQ : .00
LAST: .00 Dtl-Sale: 00/00/00
Mkt : .00 Dtl-Pur : 00/00/00
Value: .00 Dtl-Ct : 00/00/00
Dt Added: 00/00/00
(N)=Next (P)=Prev (O)=Ordrd (V)=Vendor
(G)=Graph (R)=Rsrvd (H)=History

```

# INVENTORY LOAD FORM

\*\*\*\* IM1.D \*\*\*\*

\*\*\*\* IM2.D \*\*\*\*

1.Item No _____		32.Non Perpet _____
2.Catalog _____		33.No History _____
3.Mfg No _____		34.Minimum _____
4.Short Desc _____		35.Maximum _____
5.Mfg Name _____		36.Ave/Lst Cost _____
6.Item Desc _____		37.Market Cost _____
7.Unit Desc _____	20.Second Desc Use _____	38.LIFO Cost _____
8.Item Code _____	21.Units p/Pkg Use _____	39.List/Base _____
9.Non Disc _____	22.EOQ _____	40.Price Adj 1 _____
10.Non Tax _____	23.Season Code _____	41.Price Adj 2 _____
11.Enter Desc _____	24.Stock Code _____	42.Price Adj 3 _____
12.C or M _____	25.Price Round Code _____	43.Price Adj 4 _____
13.Type (0-7) _____	26.Purchasing Code _____	44.Price Adj 5 _____
14.Price Basis _____	27.Vol/Wt Conv _____	45.Price Adj 6 _____
15.Mkt Cst Basis _____	28.Prt Price Stckrs _____	46.Price Adj 7 _____
16.Conv Factor _____	29. Misc Code-1 _____	47.Price Adj 8 _____
17.Ex Gross Marg _____	30. Misc Code-2 _____	48.Price Adj 9 _____
18.Cost Percent _____	31. Assoc # _____	
19.Second Desc _____		

\*\*\*\* OM4.D - Vendors \*\*\*\*

\*\*\*\* IM9.D - Locations \*\*\*\*

49.Vendor -1 _____	57..Location 1 _____
50.Catalog -1 _____	58..Location 2 _____
51.Units p/Pkg-1 _____	
52.Order Cost -1 _____	**** BC1.D - Bar Codes ****
53.Vendor -2 _____	59..Bar Code 1 _____
54.Catalog -2 _____	60..Bar Code 2 _____
55.Units p/Pkg-2 _____	
56.Order Cost -2 _____	

## Inventory Exercises

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The following exercises are intended to test your knowledge of the inventory files and how certain features are set up.

Each of the 8 problems has a specific solution which can be found in Appendix B. Self-check at the end of the exercises.

1. Add a group/section description for 51/13 Dimensional Lumber/White Wood.
2. Print a Price Book for item numbers 51000000 through 51999999. Print L/B and Price Adjustment 1.
3. Print a Static Data Report for item numbers 51000000 through 51999999.
4. Use the paint template to add a gallon of white latex semi-gloss paint.
5. Add a drill bit to group 13, section 50. The expected gross margin on the item is 20 percent. The price for the item will have an actual price in the adjustments.
6. Add crown molding to group 62, section 1. The item is purchased by CLF and sold by the lineal foot. Expected gross margin on the item is 17 percent. The price for the item will be a markup percent from a base price.
7. Add 2x4-RL Southern Yellow Pine to group 51, section 11. The item should be set up MBF. The expected gross margin is 10 percent. The price for the item will be a markup percent from a base price.
8. Add 2x4-8' Southern Yellow Pine to group 51, section 11. The item is purchased by MBF and sold by the piece. The expected gross margin is 10 percent. The price for the item will be a markup percent from a base price.